WCJC
BOARD OF TRUSTEES
AGENDA PACKAGE
FOR THE REGULAR BOARD MEETING

October 21, 2008

Prepared by the
Office of the President
Wharton County Junior College
### Members of the Board of Trustees

**Wharton County Junior College District**

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<th>BOARD POSITION</th>
<th>NAME</th>
<th>TERM EXPIRES</th>
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<td>7</td>
<td>P. D. (Danny) Gerton, III Chair</td>
<td>May 2012</td>
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<td>5</td>
<td>Rick Davis</td>
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<td>9</td>
<td>Jack C. Moses</td>
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<td>Gerald R. Donaldson</td>
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<td>3</td>
<td>Georgia Krenek</td>
<td>May 2014</td>
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<td>Oliver W. Kunkel, Jr.</td>
<td>May 2014</td>
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<td>Phyllip W. Stephenson</td>
<td>May 2014</td>
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<td>2</td>
<td>Gary P. Trochta</td>
<td>May 2010</td>
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<td>1</td>
<td>Lloyd M. Nelson</td>
<td>May 2010</td>
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AGENDA

Regular Meeting
WCJC Board Room
Hutchins Memorial Center
911 Boling Highway
Wharton, Texas 77488
6:30 PM

October 21, 2008

See Under Tab

I. Determination of Quorum and Call to Order

II. Pledge of Allegiance

III. Reading of Minutes

A. The public hearing on September 9, 2008
B. The public hearing on September 16, 2008
C. The regular meeting held on September 16, 2008
D. The special called meeting held on September 25, 2008

IV. Citizens’ Comments (approved by board on 5-20-99)

This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.

During the Citizens’ Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through the proper administrative channels. In such cases, the right to address the board is guaranteed after the administrative channels have been exhausted.

If any speaker’s presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.
Board of Trustees  
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Agenda

These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.

V. Special Items

VI. Presentations, Awards, and/or President’s Report

VII. Reports to the Board
   A. Financial Reports for September 2008
   B. Information Item: Management Reports
   C. Information Item: Reports from College Governance Councils
   D. Information Item: Clipping Service for the month of September 2008

VIII. Reports from Committees of the Board
   A. Audit/Finance Committee: Mr. Kunkel
   B. Facilities Committee: Mr. Donaldson
   C. Legislative Committee: Mr. Nelson

-CONSENT AGENDA-

By consent of the board of trustees, the following items may be acted on in a single motion “to approve the consent agenda as presented.” If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

IX. Matters Relating to General Administration

X. Matters Relating to Academic Affairs

XI. Matters Relating to Administrative Services
   A. Approve fiscal year 2008 budget adjustments
   B. Approve the annual premium of $146,307.00 to the Property Casualty Alliance of Texas for the college’s property/casualty, and equipment breakdown insurance coverage ($146,307.00 – current unrestricted operating budget for 2008-2009)
C. Approve the allocation of funds from the prior year fund balance for 2008 outstanding encumbrances ($122,819.24 - will be noted in the 2009 financial statements as reserved for encumbrances)

XII. Matters Relating to Technology and Institutional Research

A. Approve the purchase of six computer systems and monitors for the Wharton Automotive Lab and 42 flat panel monitors to replace older monitors in Peace 106 and Peace 109 computer labs ($12,618.00 – transfer from the MIS plant fund for 2008-2009)

XIII. Matters Relating to Workforce Development, Continuing Education and Distance Learning

A. Approval of Adult Basic Education full-time specialist and Adult Basic Education full-time data clerk ($39,477.00 – 2008-2009 federal grant; $31,470.00 – 2008-2009 federal grant,)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

A. Board of Trustees
B. Office of President
C. Office of Academic Affairs
   1. Approve department head pay for fall 2008
   2. Approve paid professional assignments for 2008-2009
   3. Approve full-time faculty overloads for fall 2008
   4. Approve part-time faculty overloads for fall 2008
   5. Debbie Yancey promoted from regular, full-time instructor of nursing, FAC-1-17, to regular, full-time ADN director, FAC-1-17, effective January 2, 2009

D. Office of Administrative Services
E. Office of Student Services
F. Office of Workforce Development, Continuing Education and Distance Learning
G. Office of Technology and Institutional Research
   1. Rosemary Fulton employed as regular, full-time director of institutional research, CA-10-10, effective October 9, 2008

H. Information Items: Contract Personnel Actions
I. Information Items: Non-contract Personnel Action

1. Anna K. Gardner reclassified from regular, full-time admin. assistant to VP of Tech & Institutional Research, P-13-1, to regular, full-time helpdesk/training coordinator, P-13-1, effective November 1, 2008

2. Cynthia A. Kocian received a salary adjustment as regular, full-time special population advisor for Perkins grant/academic advisor $40,347.00, to regular, full-time special population advisor for Perkins grant/academic advisor $41,727.00, effective September 1, 2008

3. Jason Milliff employed as regular, full-time information technology technician, P-13-0, effective October 7, 2008

4. William Vera employed as regular, full-time information technology technician, P-13-0, effective October 13, 2008

5. Nacita R. Davis separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 29 hrs./wk. x 32 wks. = $10,180.00/yr., effective June 30, 2008

6. Wanda Fontenot employed as regular, part-time testing assistant, O-5-0, $10.00 hr. x 19.5 hrs./wk. x 47 wks. = $9,165.00/yr., effective September 17, 2008

7. Asenet G. Garcia separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 29 hrs./wk. x 32 wks. = $10,180.00/yr., effective June 30, 2008

8. Jasen Gutierrez separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective June 30, 2008

9. Veronica Lopez separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 20 hrs./wk. x 32 wks. = $7,020.80/yr., effective June 30, 2008

10. Pamela C. Nash employed as regular, part-time secretary, communications & fine arts, $9.53 hr. x 15 hrs./wk. x 13 wks. = $1,858.35/hr., effective September 2, 2008

11. Susan A. Orta employed as regular, part-time custodian, O-1-0, $8.85 hr. x 19 hrs./wk. x 52 wks. = $8,743.80/yr., effective September 15, 2008

12. Mary E. Weed separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 25 hrs./wk. x 32 wks. = $8,776.00/yr., effective June 30, 2008

13. Lori Baumgartner extended from temporary, part-time allied health secretary, O-7-0, $10.11 hr. x 35 hrs./wk. x 6 wks. = $2,123.10/yr., to temporary, part-time allied health secretary, O-7-0, $10.58 hr. x 35 hrs./wk. x 13 wks. = $4,813.90/yr., effective September 11, 2008

14. Nicole Corso employed as temporary, part-time biology lab worker, $6.55 hr. x 5 hrs./wk. x 30 wks. = $982.50/yr., effective September 10, 2008
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15. Melanie Garrett extended as temporary, part-time rodeo coach aide, $15.00 hr. x 6.5 hrs./wk. x 40 wks. = $3,900.00/yr., effective September 1, 2008

16. Brady J. Kubena employed as regular, part-time fitness center staff, O-5-0, $10.00 hr. x 15 hrs./wk. x 48 wks. = $7,200.00/yr., effective September 8, 2008

17. Devon L. Porter employed as temporary, part-time rodeo coach aide, $15.00 hr. x 13.33 hrs./wk. x 50 wks. = $9,997.50/yr., effective September 26, 2008

18. Gordon A. Solis employed as temporary, part-time associate math tutor – Sugar Land and Ft. Bend, $10.00 hr. x 12 hrs./wk. x 10 wks. = $1,200.00/yr., effective September 25, 2008

19. Hans C. Stelzel separated as temporary, part-time fitness center staff, $9.55 hr. x 10 hrs./wk. x 34 wks. = $3,247.00/yr., effective May 8, 2008

20. Dianna J. Wuthrich employed as temporary, part-time fitness center staff, $9.55 hr. x 10 hrs./wk. x 34 wks. = $3,247.00/yr., effective August 22, 2008

XVI. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), deliberation regarding economic development negotiations (551.086).

XVII. Action on items discussed in closed session

XVIII. Matters Relating to Formal Policy

XIX. Other Business

XX. Adjourn
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM III

Reading of the Minutes

A. The public hearing on September 9, 2008
B. The public hearing on September 16, 2008
C. The regular meeting held on September 16, 2008
D. The special called meeting held on September 25, 2008
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
September 9, 2008

-The Wharton County Junior College District Board of Trustees met in special session on September 9, 2008 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Georgia Krenek; Mr. Lloyd Nelson; Mr. Phil Stephenson; and Mr. Gary Trochta

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Jack Moses, Secretary; Mr. Gerald Donaldson; and Mr. Oliver Kunkel

Others Present: Ms. Betty McCrohan, President; Mr. Dale Pinson, Vice President of Continuing Education, Workforce Development, and Distance Education; Mr. Bryce Kocian, Vice-President of Administrative Services; and Ms. Deanna Feyen, Executive Secretary to the President

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:00 P.M.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE PROPERTY TAX INCREASE

-Mr. Gertson asked for comments from the public. There were no comments.

-Mr. Gertson asked Bryce to explain the notice of tax revenue increase.

-Ms. Krenek asked how much additional revenue the tuition increase would generate. Bryce explained the additional revenue.

-Mr. Trochta asked how much property tax was budgeted. Bryce explained that approximately $600,000 was considered in the budget. Bryce reminded the board that the final special called board meeting to consider the property tax increase would be held on September 25, 2008.

ITEM III: ADJOURN

- The meeting adjourned at 6:30 P.M.
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
September 16, 2008

-The Wharton County Junior College District Board of Trustees met in special session on
September 16, 2008 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Georgia Krenek; Mr. Oliver Kunkel
Mr. Phil Stephenson; and Mr. Gary Trochta

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Jack Moses, Secretary; Mr. Gerald
Donaldson; and Mr. Lloyd Nelson

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President
of Instruction; Mr. Dale Pinson, Vice President of Continuing Education, Workforce Development, and
Distance Education; Mr. Bryce Kocian, Vice-President of Administrative Services; Ms. Pam
Youngblood, Vice-President of Technology and Institutional Research; and Ms. Deanna Feyen,
Executive Secretary to the President; Ms. Darlene Byrd; Mr. Scott Glass; Ms. G.G. Hunt; Mr. Robby
Mathews; Ms. Becky McElroy; Mr. Mike Mills; Ms. Debbie Popek; Mr. Gus Wessels; and Mr. Robert
Wolter

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:00 P.M.

ITEM II: PUBLIC HEARING OF PROPOSED WHARTON COUNTY JUNIOR COLLEGE
PROPERTY TAX INCREASE

-Mr. Gertson asked for comments from the public. There were no comments.

ITEM III: ADJOURN

-The meeting adjourned at 6:30 P.M.
MINUTES
Regular Monthly Meeting of the
Wharton County Junior College
Board of Trustees
September 16, 2008

-The Wharton County Junior College District Board of Trustees met in regular session on September 16, 2008 at 6:30 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Jack Moses, Secretary; Mrs. Georgia Krenek; Mr. Oliver Kunkel; Mr. Phil Stephenson; and Mr. Gary Trochta

Trustees Absent: Mr. Rick Davis, Vice-Chair; Mr. Gerald Donaldson; and Mr. Lloyd Nelson

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President of Instruction; Mr. Dale Pinson, Vice President of Continuing Education, Workforce Development, and Distance Education; Mr. Bryce Kocian, Vice-President of Administrative Services; Ms. Pam Youngblood, Vice-President of Technology and Institutional Research; and Ms. Deanna Feyen, Executive Secretary to the President; Ms. Darlene Byrd; Ms. Zina Carter; Mr. Kevin Dees; Mr. Mike Feyen; Mr. Scott Glass; Ms. G.G. Hunt; Ms. Jennifer Jeffery; Mr. Robby Mathews; Ms. Becky McElroy; Mr. Mike Mills; Ms. Debbie Popek; Mr. Gus Wessels; Mr. Robert Wolter; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:30 P.M.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: READING OF MINUTES

A. The minutes of the regular meeting on August 19, 2008 and the public hearing on August 19, 2008 were approved as presented.
Board of Trustees  
September 16, 2008  
Minutes

ITEM IV:  CITIZENS’ COMMENTS

-None-

ITEM V:  SPECIAL ITEMS

- Ms. McCrohan asked Jennifer Jeffery, faculty council chair, to come forward. Jennifer acknowledged Liz Rexford and Kelly Cone as faculty council officers. Jennifer, on behalf of the faculty council and faculty thanked the board for the pay increases and the part-time faculty increase. Jennifer asked the board to continue their support of the faculty raises, taking into consideration the economy.

ITEM VI:  PRESENTATIONS, AWARDS AND/OR PRESIDENT’S REPORT

A. Bus Charter due diligence – Philip Wuthrich

- Ms. McCrohan asked Philip to come forward and explain the due diligence relating to the bus charter. Philip explained the information received from outside sources. Ms. McCrohan thanked Philip for his research. Ms. McCrohan also stated that in the future it would be good to purchase our own bus and use our own driver to assure the safety of the students.

B. QEP Implementation Team Update – Becky McElroy

- Ms. McCrohan introduced Becky McElroy, chair of the QEP Implementation Team. Becky explained the Psychology 1300 course “Learning Framework” and gave an update on the progress of the team. Becky presented a PowerPoint on the QEP progress. Ms. McCrohan recognized G.G. Hunt, liaison between the QEP Core Team and the QEP Implementation Team.

ITEM VII-A:  REPORTS TO THE BOARD

A. Financial Reports

-Gus Wessels reviewed the financial reports for August 2008.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the financial reports for August 2008 as presented.

ITEM VII-B:  MANAGEMENT REPORTS

-The following reports were included as a part of the Board Agenda Package:

1. Department of Information and Technology: Pam Youngblood (Vice President of Technology and Institutional Research)
2. Financial Aid: Gus Wessels (Dean of Financial Services and Business Services)
3. Student Services: Dr. Wayne Taylor (Dean of Student Services)

ITEM VII-C: REPORTS FROM COLLEGE GOVERNANCE COUNCILS
A. Academic Affairs Council

-None-

B. Administrative Council

-None-

C. Faculty Council

-None-

D. President’s Extended Cabinet

-None-

ITEM VII-D: CLIPPING SERVICE FOR MONTH OF AUGUST 2008

-News reports relating to the operations of Wharton County Junior College were clipped from area newspapers for the month of August 2008 and included as part of the board agenda packet for this meeting.

ITEM VIII: REPORTS FROM COMMITTEES OF THE BOARD

A. Audit/Finance Committee: Mr. Kunkel

-None-

B. Facilities Committee: Mr. Donaldson

-Mr. Gertson reminded the board of the facilities committee meeting to be held on September 25, 2008 following the board meeting.

C. Legislative Committee: Mr. Nelson

-Ms. McCrohan stated that the legislative hearings will be starting in Austin.

-Mr. Gertson asked if any items needed to be pulled from the consent agenda.

-Mr. Gertson stated that a correction to the agenda on Item I. 4. and Item I. 9. on Lisa Shoppa was listed twice on the board agenda and should have been listed only once.

-Mr. Gertson asked Mr. Feyen to explain Item XI. B. Mike explained the problems with the rusted downspouts at the Fort Bend Technical Center resulting in leaks inside the building. Mr. Kunkel asked if there was any recourse against the contractors. Mike explained that there was only a one year warranty and that has expired. He also stated that it would be difficult to prove that substandard material was used.
- Ms. McCrohan stated that the amount of $700,000 on Item XI. D. might change. The list of equipment is still being compiled.

- Ms. Krenk asked about Item XII. B. Ms. McCrohan stated that the posting was combining two positions.

-No items were pulled from the consent agenda.

-CONSENT AGENDA-

By consent of the board of trustees, the following items may be acted on in a single motion "to approve the consent agenda as presented." If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

ITEM IX: MATTERS RELATING TO GENERAL ADMINISTRATION

ITEM X: MATTERS RELATING TO ACADEMIC AFFAIRS

ITEM XI: MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve the quote from the Texas Association of School Boards (TASB) for the College's General Liability, Director's & Officer's Liability, Educator's Liability and Automobile Insurance ($26,943.00 – current unrestricted operating budget for 2008-2009)

B. Approve the proposal submitted by Weatherproofing Technologies, Inc. to remove and replace the rusted downspouts and gutter system across the front of the Fort Bend Technical Center ($46,855.89 – transfer from plant repair & replacement fund for 2008-2009)

C. Approve the proposal submitted by Hunton Trane Services to replace the HVAC building control unit in the Hutchins building ($24,992.00 – transfer from plant repair & replacement fund for 2008-2009)

D. Approve the purchase of the furniture and equipment for the new building at the University of Houston Sugar Land ($700,000.00 – transfer from the plant capital equipment replacement fund)

E. Approve a secondary vendor to provide chartered bus services to the college for transportation of our volleyball and baseball teams in the fall (no additional fees-current unrestricted operating budget for 2008-2009)

ITEM XII: MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH
Board of Trustees  
September 16, 2008  
Minutes

A. Approve the proposal submitted by Prime Systems of Houston to supply desktop computers and monitors as needed for the 2008-2009 school year (estimated $150,000.00 – expenses are charged to each individual department’s approved operating budget at the time of the purchase)

B. Approve the contractual agreement with Art West ($38,400.00 - funds are currently allocated in the 2008-2009 current unrestricted operating budget)

C. Approve the purchase of 24 computer systems and monitors for the Wharton Developmental Lab ($20,400.00 – transfer from the plant MIS fund for 2008-2009)

ITEM XIII: MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approve the contract for the Wharton Independent School District for the 2009 Kids’ College Summer Program on the WCJC/Wharton campus ($9,000 – income)

ITEM XIV: MATTERS RELATING TO STUDENT SERVICES

ITEM XV: MATTERS RELATING TO PERSONNEL

A. Board of Trustees

B. Office of President

1. Danson R. Jones employed as a regular, full-time Director of Institutional Effectiveness, received an additional assignment as director of Achieving the Dream, $1,000.00/mo. x 12 mo., effective September 1, 2008

C. Office of Academic Affairs

1. Approve paid professional assignments for fall 2008

2. Approve full-time faculty overloads for fall 2008

3. Approve part-time faculty overloads for fall 2008

4. Erma M. Hart reclassified as regular, full-time instructor of paralegal studies – 9 months, FAC-1-10, to regular, full-time instructor of paralegal studies – 10 ½ months, FAC-1-11, effective August 18, 2008

5. Angela Kocurek received a salary adjustment as regular, full-time instructor of English, FAC-3-2, to regular, full-time instructor of English, FAC-4-2, effective August 18, 2008
6. JoAnn Lurker reclassified as regular, full-time instructor of drafting – 9 months, FAC-1-6, to regular, full-time instructor of drafting – 10 ½ months, FAC-1-7, effective August 18, 2008

7. Barbara S. Lynn reclassified as regular, full-time instructor of early childhood development – 9 months, FAC-2-13, to regular, full-time instructor of early childhood development – 10 ½ months, FAC-2-14, effective August 18, 2008

8. Victoria L. Schultz reclassified as regular, full-time instructor of human services – 9 months, FAC-1-16, to regular, full-time instructor of human services – 10 ½ months, FAC-1-17, effective August 18, 2008

9. Pam S. Speights received a salary adjustment as regular, full-time instructor of speech, FAC-5A-11 to regular, full-time instructor of speech, FAC-7-12, effective August 18, 2008

10. Mary S. Wilson reclassified as regular, full-time instructor of business and technology, FAC-6A-30, to regular, full-time instructor of business and technology, FAC-6A-31, effective August 18, 2008

11. Johnnie R. Svatek extended as temporary, full-time LEAD manager, AA-1-0, to temporary, full-time LEAD manager, AA-1-1, effective September 1, 2008

D. Office of Administrative Services

E. Office of Student Services

F. Office of Workforce Development, Continuing Education and Distance Learning

1. Teodoro F. Garcia employed as regular, full-time adult basic education coordinator, GNT-1-10, effective September 2, 2008

G. Office of Technology and Institutional Research

H. Information Items: Contract Personnel Actions

1. Pong "David" S. Sheih retired as regular, full-time instructor of chemistry, FAC-7-17, effective December 31, 2008

I. Information Items: Non-contract Personnel Action

1. Thomas C. Beavers separated as regular, full-time information technology technician, P-13-3, effective September 15, 2008
2. Jessica Douglas employed as regular, full-time continuing education specialist, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

3. Heidi Hardy separated as regular, full-time information technology technician, P-13-32, effective July 31, 2008

4. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

5. Jessica R. Falcon employed as regular, full-time public safety training secretary, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)

6. Bonnie A. Garza employed as regular, full-time administrative assistant, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)

7. Susan E. Hoelscher employed as regular, full-time transcript analyst, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

8. Sharon Mayberry resigned as regular, full-time secretary to WT, CE & Youth Activities, O-8-1, effective August 22, 2008

9. Lisa M. Shoppa employed as regular, full-time distance learning help desk coordinator, received $500.00 for completion of support staff professional growth plan for FY08 (9 hrs.)

10. Kristie G. Sulak employed as regular, full-time student success coordinator, received $1,000.00 for completion of support staff professional growth plan for FY08 (18 hrs.)

11. Aaron Alexander employed as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 19 hrs./wk. x 48 wks. = $8,709.60/yr., effective August 22, 2008

12. Alice J. Becerra employed as regular, part-time senior citizen program driver, $6.55 hr. x 15 hrs./wk. x 4 wks. = $393.00/yr., effective September 8, 2008

13. Michael M. Cenko separated as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective September 3, 2008

14. Frances Gonzalez separated as regular, part-time security officer, O-9-0, $10.68 hr. x 19 hrs./wk. x 52 wks. = $10,551.84/yr., effective August 19, 2008
15. Brady J. Kubena employed as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 15 hrs./wk. x 48 wks. = $6,876.00/yr., effective September 8, 2008

16. Jason Pitz separated as regular, part-time fitness center staff, O-5-0, $9.55 hr. x 12 hrs./wk. x 48 wks. = $5,500.80/yr., effective August 29, 2008

17. Pete Acosta separated as temporary, part-time custodian, O-1-0, $8.38 hr. x 19 hrs./wk. x 52 wks. = $8,279.44/yr., effective August 31, 2008

18. Carlton A. Doetsch separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38 hr. x 40 hrs./wk. x 10 wks. = $3,352.00/yr., effective August 31, 2008

19. Tyler W. Freese separated as temporary, part-time general maintenance/summer help, O-1-0, $8.38 hr. x 40 hrs./wk. x 10 wks. = $3,352.00/yr., effective August 31, 2008

20. Silvano Grosso employed as temporary, part-time math tutor, $15.00 hr. x 8 hrs./wk. x 33.5 wks. = $4,020.00/yr., effective September 15, 2008

21. Carol G. Hall employed as temporary, part-time math tutor, $15.00 hr. x 19.5 hrs./wk. x 15 wks. = $4,387.50/yr., effective August 23, 2008

22. Katherine A. Kunkel extended as temporary, part-time administrative clerk, O-10-6, $11.92 hr. x 19.5 hrs./wk. x 48 wks. = $11,157.12/yr., to temporary, part-time administrative clerk, O-10-6, $12.38 hr. x 30 hrs./wk. x 52 wks. = $19,312.80/yr., effective October 1, 2008

23. Hannah E. Mann employed as temporary, part-time biology lab worker, $6.55 hr. x 5 hrs./wk. x 30 wks. = $982.50/yr., effective September 8, 2008

24. Amanda D. Youngblood separated as temporary, part-time HR clerk, O-5-0, $9.54 hr. x 19 hrs./wk. x 10 wks. = $1,812.60/yr., effective August 31, 2008

BOARD ACTION: On a motion by Mr. Stephenson and a second, the board unanimously approved the consent agenda with corrections made to Item I. 4. and I. 9.

-Ms. McCrohan announced that all campuses were open after Hurricane Ike. She stated that some public schools were still closed, which might affect dual credit classes. Ms. McCrohan also stated that some of the sister colleges were affected more than WCJC and she stated that she appreciated the efforts from the employees both during and after Hurricane Ike.
Board of Trustees
September 16, 2008
Minutes

ITEM XVI: EXECUTIVE SESSION:

-Pursuant to the Texas Government Code (Chapter 551, Open Meetings), the Board may conduct a closed executive session for any or all of the following reasons: Consultation with attorney (551.071), deliberation regarding purchase, exchange, or sale of real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices (551.076), and/or deliberation regarding economic development negotiations (551.086).

ITEM XVII: ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ITEM XVIII: MATTERS RELATING TO FORMAL POLICY

ITEM XIX: OTHER BUSINESS

ITEM XX: ADJOURN

-The meeting adjourned at 7:25 P.M.
MINUTES
Special Called Meeting of the
Wharton County Junior College
Board of Trustees
September 25, 2008

-The Wharton County Junior College District Board of Trustees met in special session on September 25, 2008 at 6:00 P.M. in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mr. Rick Davis, Vice-Chair; Mr. Jack Moses, Secretary; Mrs. Georgia Krenek; and Mr. Gary Trochta

Trustees Absent: Mr. Gerald Donaldson; Mr. Oliver Kunkel; Mr. Lloyd Nelson; and Mr. Phil Stephenson

Others Present: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President of Instruction; Mr. Bryce Kocian, Vice-President of Administrative Services; Ms. Deanna Feyen, Executive Secretary to the President; Ms. Darlene Byrd; Mr. Mike Feyen; Mr. John Miller; Mr. Mike Mills; Mr. Gus Wessels; and Mr. Philip Wuthrich

ITEM I: DETERMINATION OF QUORUM AND CALL TO ORDER

-The meeting was called to order at 6:00 P.M.

ITEM II: PLEDGE OF ALLEGIANCE

-Mr. Gertson led the Pledge of Allegiance.

ITEM III: CITIZENS' COMMENTS

-None-

ITEM IV: SPECIAL ITEMS

A. Request to set ad valorem tax rate for the Wharton County Junior College District for the 2008 tax year.
BOARD ACTION: On a motion by Mrs. Krenek and a second, the motion was made that the board approve a tax rate increase to $0.13797 per each $100 of taxable value for 2008, which will result in total tax revenue of $4,704,881, and that the board approve the following resolution relating to the tax rate and tax revenue increase. The board unanimously approved the motion.

RESOLUTION

WHEREAS, the Wharton County Junior College ("College") is an authorized taxing unit for property owned within the geographical boundaries of the College; and

WHEREAS, the 2008 certified appraisal rolls have been received from the chief appraisers as required by Section 26.01 of the Texas Property Tax Code; and

WHEREAS, the notice of the calculated rates was published on August 27, 2008, in the Gulf Coast Tribune, the El Campo Leader News, and the Wharton Journal Spectator in the format prescribed by the Texas State Comptroller; and

WHEREAS, public notice of a proposed tax revenue increase was published in the aforementioned newspapers on September 17, 2008; and

WHEREAS, public hearings were conducted on September 9, 2008 and September 16, 2008 on the proposal to increase the College's total tax revenues by 7.81%, to which the public was invited; and

WHEREAS, the 2007 tax rate of $0.13485 for each $100 of taxable value resulted in tax revenues of $4,136,764; and

WHEREAS, the 2008 proposed tax rate of $0.13797 for each $100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is $4,459,834; and

WHEREAS, the total proposed 2008 tax revenue at the proposed tax rate of $0.13797 for each $100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is $4,704,881; and
WHEREAS the College’s Board of Trustees ("Board") believes that this proposed tax revenue increase is necessary for the continued operation of the College and its education programs; and

WHEREAS, the College has followed all relevant laws, provided all required public notice, and conducted all required public hearings relating to the proposed tax revenue increase.

THEREFORE, BE IT ORDERED by the Board that there be levied for the tax year 2008 on all property within the College’s geographical boundaries on January 1, 2008, except such property that may be exempt by the Constitution and laws of the United States and the State of Texas, a property tax rate of $0.13797 per $100 valuation.

APPROVED this 25th day of September, 2008.

WHARTON COUNTY JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES

By: ________________________________
President
Board of Trustees

ATTEST:

By: ________________________________
Secretary
Board of Trustees

ITEM V: ADJOURN

-The meeting adjourned at 6:10 P.M.
Reports to the Board

A. Financial Reports for September 2008
Monthly Financial Reports

Wharton County Junior College
SEPTEMBER 30, 2008
Summary Reports
### Wharton County Junior College
**Revenue-Expenditure Summary**
*September 30, 2008*

#### FISCAL 2008

<table>
<thead>
<tr>
<th>Fund 1000</th>
<th>Current Month</th>
<th>Y-T-D ACTUAL</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Y-T-D ACTUAL</th>
<th>Budget</th>
<th>% of Budget</th>
<th>% of PRIOR YR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$1,161,295</td>
<td>$1,161,295</td>
<td>$8,416,004</td>
<td>13.80%</td>
<td>$1,009,920</td>
<td>$8,416,004</td>
<td>12.00%</td>
<td>115%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>5,486,982</td>
<td>5,486,982</td>
<td>13,151,573</td>
<td>41.72%</td>
<td>5,248,345</td>
<td>12,621,065</td>
<td>41.58%</td>
<td>105%</td>
</tr>
<tr>
<td>Advalorem Taxes</td>
<td>22,442</td>
<td>22,442</td>
<td>4,668,000</td>
<td>0.48%</td>
<td>14,024</td>
<td>4,101,000</td>
<td>0.34%</td>
<td>160%</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>1,523,000</td>
<td>0.00%</td>
<td>-</td>
<td>1,106,755</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>520,000</td>
<td>0.00%</td>
<td>-</td>
<td>20,000</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>156,066</td>
<td>156,066</td>
<td>620,501</td>
<td>25.15%</td>
<td>43,797</td>
<td>722,305</td>
<td>6.06%</td>
<td>356%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>6,826,785</strong></td>
<td><strong>6,826,785</strong></td>
<td><strong>28,899,078</strong></td>
<td><strong>23.62%</strong></td>
<td><strong>6,316,086</strong></td>
<td><strong>28,987,129</strong></td>
<td><strong>23.40%</strong></td>
<td><strong>108%</strong></td>
</tr>
</tbody>
</table>

#### FISCAL 2007

<table>
<thead>
<tr>
<th>Fund 1000</th>
<th>Current Month</th>
<th>Y-T-D ACTUAL</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Y-T-D ACTUAL</th>
<th>Budget</th>
<th>% of Budget</th>
<th>% of PRIOR YR ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,305,375</td>
<td>1,305,375</td>
<td>17,483,979</td>
<td>7.47%</td>
<td>1,219,549</td>
<td>16,468,662</td>
<td>7.41%</td>
<td>107%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>162,974</td>
<td>162,974</td>
<td>2,009,188</td>
<td>8.11%</td>
<td>156,455</td>
<td>1,877,220</td>
<td>8.33%</td>
<td>104%</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>0.00%</td>
<td>-</td>
<td>16,350</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>1,032,596</td>
<td>0.00%</td>
<td>-</td>
<td>1,053,583</td>
<td>47.70%</td>
<td>0%</td>
</tr>
<tr>
<td>Non-mandatory Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>412,405</td>
<td>412,405</td>
<td>8,368,315</td>
<td>4.93%</td>
<td>538,032</td>
<td>7,571,314</td>
<td>7.11%</td>
<td>77%</td>
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<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>1,880,754</strong></td>
<td><strong>1,880,754</strong></td>
<td><strong>28,899,078</strong></td>
<td><strong>6.51%</strong></td>
<td><strong>2,416,630</strong></td>
<td><strong>28,987,129</strong></td>
<td><strong>8.95%</strong></td>
<td><strong>78%</strong></td>
</tr>
</tbody>
</table>

**Net increase/ decrease in net assets**
- **FISCAL 2008**: $4,946,031
- **FISCAL 2007**: $4,946,031
- **NET**: $3,899,456

*Note: Net student receivables in the amount of $689,438.44 are currently outstanding. Tuition and fees are subject to collection in future periods.*
### Wharton County Junior College
### Analysis of Student Receivables Outstanding
### As of September 30, 2008

<table>
<thead>
<tr>
<th>Receivable Category</th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables Current</td>
<td>$ 225,157.57</td>
<td>$ 152,896.38</td>
</tr>
<tr>
<td>Installment Plan Receivable Due Fall Semester</td>
<td>$ 350,311.14</td>
<td>$ 358,544.28</td>
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<tr>
<td>Installment Plan Receivable Due Spring Semester</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Summer I &amp; II</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Installment Plan Receivable Prior Years</td>
<td>59,777.46</td>
<td>54,933.68</td>
</tr>
<tr>
<td>Total Installment Plan Receivable</td>
<td>$ 410,088.60</td>
<td>$ 413,477.96</td>
</tr>
<tr>
<td>Third Party Contracts Receivable</td>
<td>$ 210,441.86</td>
<td>$ 137,665.00</td>
</tr>
<tr>
<td>Continuing Education Receivable</td>
<td>7,452.00</td>
<td>9,770.00</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>(163,701.59)</td>
<td>(118,431.06)</td>
</tr>
<tr>
<td>Net Accounts Receivable</td>
<td>$ 689,438.44</td>
<td>$ 595,378.28</td>
</tr>
</tbody>
</table>
COMBINED BALANCE SHEET
(Funds included: GOVERNMENTAL FUND TYPES)
## Governmental Fund Types

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re unrestricted</td>
<td>232,842</td>
<td>232,842</td>
<td>706,760</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>337,641</td>
<td>337,641</td>
<td>12,014,073</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>41,945</td>
<td>41,945</td>
<td>904,781</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>104,375</td>
<td>104,375</td>
<td>357,448</td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td>135,876</td>
<td>135,876</td>
<td>215,978</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>501,188</td>
<td>501,188</td>
<td>97,558</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS AND OTHER LIABILITIES:</strong></td>
<td><strong>13,326,418</strong></td>
<td><strong>708,201</strong></td>
<td><strong>692,425</strong></td>
</tr>
</tbody>
</table>

## Liabilities, equity and other credits

<table>
<thead>
<tr>
<th>Liabilities, equity and other credits</th>
<th>Current Year</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>348,722</td>
<td>948</td>
<td>415</td>
<td>350,085</td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
<td>47,132</td>
<td>--</td>
<td>--</td>
<td>47,132</td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>315,095</td>
<td>315,095</td>
<td>795,611</td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>36,200</td>
<td>36,200</td>
<td>56,458</td>
<td>51,682</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>35,172</td>
<td>35,172</td>
<td>43,973</td>
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<tr>
<td>Scholarships-Designated Donations</td>
<td>218,415</td>
<td>218,415</td>
<td>214,484</td>
<td></td>
</tr>
<tr>
<td>Scholarships-Non-designated</td>
<td>--</td>
<td>--</td>
<td>--</td>
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</tr>
<tr>
<td>Donations</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES:</strong></td>
<td><strong>339,728</strong></td>
<td><strong>534,720</strong></td>
<td><strong>72,765</strong></td>
<td><strong>946,231</strong></td>
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</tbody>
</table>

## Equity and other credits

<table>
<thead>
<tr>
<th>Equity and Other Credits</th>
<th>Current Year</th>
<th>Restricted Funds</th>
<th>Auxiliary Enterprise</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balances</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Prior Year Fund Balance</td>
<td>7,698,486</td>
<td>7,698,486</td>
<td>7,240,661</td>
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<tr>
<td>Endowment Fund-Original</td>
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<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Endowment Fund Income</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>FE Professional Development</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td>FE Salary Equity</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td>FE Capital Equipment</td>
<td>--</td>
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<td>--</td>
<td>--</td>
</tr>
<tr>
<td>FE Investment Gain And Loss</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Balance Receivables</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Reserved-Undesignated</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Fund Type</td>
<td>Current Year 2009</td>
<td>Prior Year 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Equity and Other Credits:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PWTC Operating Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
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<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship Fund Balance</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff.</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>1,126,636</td>
<td>1,170,762</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>23,174</td>
<td>22,952</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Operations</td>
<td>151,570</td>
<td>157,690</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Equity and Other Credits:</strong></td>
<td><strong>12,986,691</strong></td>
<td><strong>13,708,616</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Liabilities, Equity and Other Credits:</td>
<td><strong>13,526,416</strong></td>
<td><strong>13,547,955</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Proprietary Fund Types

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>15,756</td>
<td>15,756</td>
</tr>
<tr>
<td>Cash Investments</td>
<td>101,548</td>
<td>101,548</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local, St &amp; Fed Agency Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>327,304</strong></td>
<td><strong>327,304</strong></td>
</tr>
</tbody>
</table>

**Liabilities, equity and other credits**

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Benefits Payable</td>
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<td></td>
</tr>
<tr>
<td>Payroll Taxes Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Payable</td>
<td>117,079</td>
<td>117,079</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Designated Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships-Undesignated Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>117,079</strong></td>
<td><strong>117,079</strong></td>
</tr>
</tbody>
</table>

**EQUITY AND OTHER CREDITS**

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Accounts</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Fund Balances</td>
<td></td>
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<tr>
<td>Prior Year Fund Balance</td>
<td></td>
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<tr>
<td>Endowment Fund-Original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund-Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB Professional Development</td>
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</tr>
<tr>
<td>PB Salary Equity</td>
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<tr>
<td>PB Capital Equipment</td>
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<td></td>
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<tr>
<td>PB Investment Gain And Loss</td>
<td></td>
<td></td>
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<tr>
<td>Fund Balance Receivables</td>
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<td></td>
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<tr>
<td>Reserved-Undesignated</td>
<td></td>
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</tr>
</tbody>
</table>
Wharton County Junior College
Combined Balance Sheet--All Fund Types and Account Groups
30-SEP-2008
(With comparative totals for 30-SEP-2007)
(amounts expressed in dollars)

<table>
<thead>
<tr>
<th>Proprietary Fund Types</th>
<th>Agency Funds</th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2009</td>
<td>2008</td>
</tr>
<tr>
<td>EQUITY AND OTHER CREDITS:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PAVC Operating Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Fund Balance</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance-Rounding Diff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances: Reserve for Encumbrance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance Reserve For Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY AND OTHER CREDITS:</td>
<td>228</td>
<td>228</td>
<td></td>
</tr>
<tr>
<td>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</td>
<td>117,304</td>
<td>117,304</td>
<td>109,486</td>
</tr>
</tbody>
</table>
Management Reports

The following management reports for the months of September 2008 are for your information:

1. Department of Information Technology: Pam Youngblood, (Vice President of Technology and Institutional Research)

2. Financial Aid: Gus Wessels, (Dean of Financial and Business Services)

3. Student Services: Dr. Wayne Taylor (Dean of Student Services/Director of Dual Credit Enrollment)
Technology Departments
September Highlights

The following reports and/or surveys have been completed:
- Campus Crime Survey
- Library Services Survey
- Curriculum Development Center Survey
- Statistical information for the 2008 Audit GASB44
- Fall 2008 preliminary enrollments for Marketing
- Fort Bend High School Enrollment reports

The Technical Services team replaced or supplied the following locations with new computer systems and/or printing devices in September, 2008.

<table>
<thead>
<tr>
<th>Area</th>
<th>Wharton</th>
<th>Fort Bend Technical Center</th>
<th>Sugar Land</th>
<th>Bay City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Life Sciences</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Work Request by category for the month of September, 2008.

<table>
<thead>
<tr>
<th>Category</th>
<th>New Service Request for the month</th>
<th>Of the New Service Request Total Completed</th>
<th>Total Completed Service Request</th>
<th>Total Remaining Open Service Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Management</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>Banner Access/Safety</td>
<td>9</td>
<td>8</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Banner AR</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Banner Finance</td>
<td>6</td>
<td>3</td>
<td>5</td>
<td>33</td>
</tr>
<tr>
<td>Banner Financial Aid</td>
<td>6</td>
<td>4</td>
<td>5</td>
<td>29</td>
</tr>
<tr>
<td>Banner HR</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>15</td>
</tr>
<tr>
<td>Banner Payroll</td>
<td>7</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>Banner Student</td>
<td>26</td>
<td>11</td>
<td>22</td>
<td>105</td>
</tr>
<tr>
<td>Change of Office</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Computers</td>
<td>98</td>
<td>62</td>
<td>97</td>
<td>107</td>
</tr>
<tr>
<td>Data Projectors</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Database Administration</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>13</td>
</tr>
<tr>
<td>Employment Changes</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>HP3000/MiniSoft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Printers</td>
<td>20</td>
<td>18</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Reporting</td>
<td>18</td>
<td>9</td>
<td>14</td>
<td>58</td>
</tr>
<tr>
<td>Telephones</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>TracDat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Web Services Projects</td>
<td>152</td>
<td>151</td>
<td>151</td>
<td>3</td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
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</tbody>
</table>
### Financial Aid Office Report For Aid Awarded Through September, 2008 (For The 2008-2009 Year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Last Year</th>
<th>Current Year</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>2,426</td>
<td>2,494</td>
<td>68</td>
</tr>
<tr>
<td>Number of Eligible Applications</td>
<td>1,995</td>
<td>2,033</td>
<td>38</td>
</tr>
<tr>
<td>Number of Ineligible Applications</td>
<td>431</td>
<td>461</td>
<td>30</td>
</tr>
<tr>
<td>Number of Pell Grant Recipients</td>
<td>1,072</td>
<td>1,154</td>
<td>82</td>
</tr>
<tr>
<td>Pell Grant Funds Awarded</td>
<td>3,492,465</td>
<td>4,392,864</td>
<td>900,399</td>
</tr>
<tr>
<td>College Work Study Program Funds Expended</td>
<td>4,588</td>
<td>824</td>
<td>&lt;3,764&gt;</td>
</tr>
<tr>
<td>Monthly Work Study Workers</td>
<td>35</td>
<td>8</td>
<td>&lt;27&gt;</td>
</tr>
<tr>
<td>Number of Supplemental Grant (SEOG Recipients)</td>
<td>160</td>
<td>102</td>
<td>&lt;58&gt;</td>
</tr>
<tr>
<td>SEOG Funds Awarded</td>
<td>160,000</td>
<td>102,000</td>
<td>&lt;58,000&gt;</td>
</tr>
<tr>
<td>Number of Guaranteed Student Loan Recipients</td>
<td>535</td>
<td>1,034</td>
<td>499</td>
</tr>
<tr>
<td>Guaranteed Student Loan Funds Awarded</td>
<td>1,610,344</td>
<td>4,016,220</td>
<td>2,405,876</td>
</tr>
<tr>
<td>Number of LEAP/SLEAP Recipients</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>PSIG/LEAP Funds Awarded</td>
<td>0</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Number of Texas Public Education Grant Recipients</td>
<td>479</td>
<td>314</td>
<td>&lt;165&gt;</td>
</tr>
<tr>
<td>TPEG Funds Awarded</td>
<td>479,000</td>
<td>314,000</td>
<td>&lt;165,000&gt;</td>
</tr>
<tr>
<td>Number of Veterans Certified</td>
<td>145</td>
<td>139</td>
<td>&lt;6&gt;</td>
</tr>
<tr>
<td>Number of Scholarship Applicants</td>
<td>795</td>
<td>791</td>
<td>&lt;4&gt;</td>
</tr>
<tr>
<td>Scholarship Funds Awarded</td>
<td>691,910</td>
<td>702,213</td>
<td>10,303</td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$6,438,307</td>
<td>$9,529,121</td>
<td>$3,090,814</td>
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<td>Tests Administered</td>
<td>Sep</td>
<td>Oct</td>
<td>Nov</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>ACT (Local)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT (Local) - TOTAL</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ACT (National)</td>
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<tr>
<td>Wharton-Main Campus - TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ASSET/THIA Alternative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<tr>
<td>ASSET/THIA - TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CLEP Test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEP Test - TOTAL</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Correspondence Tests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence Test - TOTAL</td>
<td>4</td>
<td>0</td>
<td>0</td>
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<tr>
<td>GED Test</td>
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<tr>
<td>Wharton-Main Campus</td>
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<tr>
<td>Sugar Land - Centriplex</td>
<td>8</td>
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<tr>
<td>Fort Bend Tech Center</td>
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<tr>
<td>GED Test - TOTAL</td>
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<td>0</td>
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<tr>
<td>Instructor Exams</td>
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</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td>Sugar Land - Centriplex</td>
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<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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</tr>
<tr>
<td>Instructor Exams - TOTAL</td>
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<tr>
<td>Nelson-Denny Test</td>
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</tr>
<tr>
<td>Wharton-Main Campus</td>
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<td></td>
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</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nelson-Denny Test - TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Placement Tests</td>
<td></td>
<td></td>
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<tr>
<td>Wharton-Main Campus</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
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<tr>
<td>Placement Tests - TOTAL</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>QuickTHEA Exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharton-Main Campus</td>
<td>7</td>
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</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>38</td>
<td></td>
<td></td>
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<tr>
<td>Fort Bend Tech Center</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QuickTHEA Exams - TOTAL</td>
<td>63</td>
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<tr>
<td>THEA Test</td>
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</tr>
<tr>
<td>Wharton-Main Campus - TOTAL</td>
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</tr>
<tr>
<td>VCT Test</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Land - Centriplex</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Bend Tech Center</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VCT Test - TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL - ALL TESTS</td>
<td>106</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-C

Reports from College Governance Councils

The following are minutes from the College Governance Councils:

A. Academic Affairs Council

None

B. Administrative Council

None

C. Faculty Council

1. Faculty Council Meeting Minutes for September 3, 2008
2. Faculty Association Meeting Minutes for August 22, 2008

A. President’s Extended Cabinet

None
Minutes

Date of Meeting: September 3, 2008
Time: 3:45 p.m.
Place: ITV – Wharton, Sugar Land, and Fort Bend Tech Center

Members Present: Jennifer Jeffery, Geneen Lannom, Liz Rexford, Deborah Yancey, Shelly Mayfield, Kelly Cone, Ben Brink, Will Heierman, Kevin Dees, Lesley Blanks, Pam Speights, Dale Hahn, Sean Reed, Mary Austin Newman

Members Absent: Haydee Ruiz, Jo Ann Lurker

Meeting called to order by Jennifer Jeffery at 4:23 pm. A quorum was present.

Old Business

Faculty Salary Report
Faculty salary report developed by the Salary Ad Hoc committee was presented to the Board of Trustees on Tuesday, May 20, 2008.

Results of the presentation:
- Full time employees received $1500 increase to their base pay with $500 longevity step
- Part time employees received $100 increase per equated hour (from $500 to $600)

Ms. Jeffery will thank the Board of Trustees for the salary increase at the next scheduled board meeting.

New Business

General Education Competency Plan – Patricia Rehak
Patricia Rehak prior to the meeting sent each faculty council member the updated General Education Competency Assessment Process for review. Ms. Rehak summarized some of the findings and improvements to the process which resulted in changes to the General Education Competency Plan. Ms. Rehak reported the recommendations for increased student learning and rubics. The information is available for all faculty on the Intranet under Instructional Assessment.

Faculty Learning Community
At the request of Ms. Jeffery, Ms. Rehak reported on her idea of a 'Faculty Learning Community' to improve faculty interaction. She has already established a WebCT shell which could provide a possible venue for this type of interaction. Examples of possible usage would be to share information received at conferences, post calendars, and ask questions among themselves. Ms. Rehak stated that she has offered to assist IT with technology questions that may occur with setting up the learning community. Ms. Jeffery thanked Ms. Rehak for sharing her ideas and stated that Faculty Council would take her ideas and suggestions under advisement and will discuss to determine if this is something Council wishes to pursue.

Committee Appointments –
Faculty Awards Committee (newly elected members)
Mary Alexander, Barbara Lynn, and Rick Aurisano from Fort Bend Tech Center campus
Sharon Rappold, Nora McCarthy, and Jodie Hutchinson from Wharton campus
Ben Brinks from Sugar Land

**Technology Advisory Committee**
Melissa Wade, Connie Bibus, Pam Speights, John Dettling, JB Groves

**Contracted Student Services** – Sean Reed

**Faculty Evaluation Committee** – Ava Humme, John Bankston

**Summary Appeals Committee** – Elizabeth Rexford, Kelly Cone (alternate)

**Web Advisory Committee** – Amelia Mareta, Dariush Darayan, Rick Bush

**Faculty Council Officer elections**
Jennifer Jeffery was nominated for Chairman by Shelly Mayfield and seconded by Kevin Dees. There were no other nominations so was approved by acclamation.

Elizabeth Rexford was nominated for Vice-Chairman by Kevin Dees and seconded by Shelly Mayfield. There were no other nominations so was approved by acclamation.

Kelly Cone was nominated for Secretary by Deborah Yancey and seconded by Dale Hahn. There were no other nominations so was approved by acclamation.

**Other:**
Ms. Jeffery requested that all other agenda items be postponed due to the late start of the meeting due to ITV difficulty. The request was approved.

Ms. Jeffery encouraged members to attend the TCCTA Leadership Conference being held October 10 and 11 in Austin.

A suggestion was made for Faculty council members to rotate attending the Board of Trustee meetings. Kevin Dees and Deborah Yancey agreed to attend the October 21, 2008 meeting and Shelly Mayfield and Dale Hahn agreed to attend the November board meeting.

**Adjournment**
Motion was made for adjournment by Mary Austin Newman and seconded by Kelly Cone. Meeting adjourned at 5:05 pm.

Chairman: 

[Signature]

Date Approved: 10-2-08

Secretary: 

[Signature]

C/c President, Senior-Vice President of Instruction, WCJC Intranet, WCJC Board of Trustees Packet, WCJC Libraries, Director of FBTC, Director of Centraplex
Chair Jennifer Jeffery called the meeting to order at 11:00 am. A quorum was present.

Ms. Jeffery began by stating that Council had a great year and made some positive accomplishments for faculty. She stated she considered it an honor to have worked with the Council members and have had served as Chairman.

Ms. Jeffery proceeded with reporting the following accomplishments:

1. Salary presentation to the Board of Trustees in May, 2008. The presentation included requests for both part-time and full-time salaries. Full and part time faculties did receive an increase. Ms. Jeffery recognized and thanked the Ad Hoc committee for generating the salary report and presenting at the Board meeting. The members recognized were: Elizabeth McLane (chair), Jo Ann Lurker, Victoria Schultz, Shelley Mayfield, and Geneen Lannom. It was felt that the presentation to the Board had been helpful.

2. More equitable committee assignments – Faculty Council brought to Dr. Pate’s attention that committee assignments each year were not equitable. As a result, faculty had an opportunity to provide input to Administration concerning their interest in future committee assignments. Administration stated that every effort would be made to make committee assignments more equitable.

3. HR Online-training sessions – As a result of a request made by Council, the online training sessions are now available to faculty on the opening day of the semester and will be available until the deadline date of December 1, 2008.

4. Addition of three additional faculty members to the Technology Advisory Committee - Regulation 148 initially stated that two faculty members would be appointed to the Technology Advisory Committee. Ms. Jeffery explained at Extended Cabinet that two faculty members was not adequate representation of the faculty given the diverse programs, different campuses, and varied forms of instruction, such as online and distance learning. President McCrohan granted the request of adding three additional faculty to the membership making a total of five faculty on the Technology Advisory Committee. The five members are appointed by Council to ensure that different campuses and programs are represented.

5. IT Help Desk Attendant position approved by the Board – Faculty Council brought several issues to Extended Cabinet regarding IT’s inability to meet faculty’s needs in a timely manner. One of the suggestions to assist IT was to add more personnel especially due to the increase in campus sizes. A new position for the IT Help Desk was approved by the Board of Trustees. Due to the hiring process, the position has not yet been filled.
Ms. Jeffery recognized the following faculty honors and awards

1. Recipients of the 2008 WCJC Award for Excellence in Teaching – The recipients were recognized at the May 2008 graduation ceremony. This year the award included a $5700.00 unrestricted cash award for each recipient. Congratulations to the following recipients!
   Ken Stupka (engineering design)
   Barbara Lynn (early childhood)
   Victoria Schultz (human services)

2. Faculty of the Year Award – Ms. Jeffery presented this award to Elizabeth Rexford at the Academic Awards Ceremony. The cash prize for this award was $2000.00

Election of two At-Large Members
The result of the election for the two At-Large Members were Dale Hahn from Allied Health Division at the Wharton Campus and Lesley Blanks from the Division of Social & Behavioral Science at the Sugar Land campus.

Faculty Survey (copy attached)
Faculty survey was explained by Ms. Jeffery and distributed for completion by faculty.

Input: Faculty Newsletter/Blog
It was brought to Council's attention last Spring that some faculty are looking for some type of venue which we, as faculty, could exchange ideas, share information, overall, improve camaraderie among faculty. Council discussed this without a resolution. Before Council proceeds any further, there are these questions:
1. Is this an issue faculty wishes for Council to pursue?
2. If so, what exactly does the faculty want?
3. Would faculty prefer online format or personal interaction...maybe a hybrid experience? After discussion by the faculty, it was agreed that approval may be needed by Administration prior to pursuing such an endeavor.

Questions/Business for Council
Discussion regarding salary and benefits. Results of discussion are
1. Get rid of step increase and look at whole salary.
2. Salary Ad Hoc committee to review salary for those teaching labs.
3. Review the regulation regarding mileage. Currently mileage reimbursement is not felt to be equitable.
4. Ask Administration to pay for the TCCTA membership.
5. Ask Administration to pay for two nights for the TCCTA convention rather than just one.
6. Ask Administration when they will consider expanding the tax base.
7. Ask Administration what are the plans for more advertising/marketing, and improvement for WCJC Web-site.

Jennifer Jeffery was recognized for the great job she did this past year as Chairman. Her diligence for getting things accomplished was evident.

Motion was made for adjournment. Meeting adjourned at 11:00 am.

Chairman: __________________________ Date Approved: __________
Jennifer Jeffery

Secretary: __________________________
Deborah Yancey
c/o President, Senior-Vice President of Instruction, WCJC intranet, WCJC Board of Trustees Packet, WCJC Libraries, Director of FBTC, Director of Centrplex
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM VII-D

Clipping Service for Month of September 2008

-Each month a newspaper clipping service reviews the area newspapers and clips articles related to Wharton County Junior College. These are compiled into a monthly report for the information of the Board of Trustees. The clippings are for the month of September 2008.
Pressure/temperature control loop enhances WCJC process tech program

Students in the process technology program at Wharton County Junior College's Bay City campus have a new working model to help them understand how they can control pressure and temperature to impact processes within the operations of chemical and refinery plants.

Financial support for the new pressure/temperature control loop demonstration model, valued at more than $10,000, came from the program's local advisory council members including the Bay City Community Development Corporation, Celanese, Lyondell-Basell and Oxea. Advisory council members have helped purchase other equipment and have provided instructors for the program.

Wayne Stephens, WCJC's process technology program director, said the new pressure/temperature control loop joins other small-scale models that help students gain practical experience in how to control flows and levels in pipes and other equipment.

"This equipment helps us teach the basic process control variables of flow, level, temperature and pressure that are referred to in just about every class. These controls, along with some other variables, literally control everything in the plants," Stephens said.

WCJC has offered an associate of applied science degree in process technology since 1998. Students work with simulators and small-scale equipment found in refineries, chemical and pharmaceutical plants. The WCJC program is associated with the national Center for the Advancement of Process Technology (CAPT) and the Gulf Coast Process Technology Alliance (GCPTA).

For additional information on the WCJC Process Technology program, visit www.wcjc.edu and select Process Technology from the Educational Programs Quick Jump pull-down menu on the home page. Interested students may also contact Wayne Stephens at 979-244-8133.
### FALL 2008 REGISTRATION

**Web Registration:** July 8–August 27

**Walk-In Registration:** July 14–August 27

**A Program for Everyone**

Core classes in English, Math, History, Science, Speech, Humanities, Visual Performing Arts, Government, Kinesiology, and Social Services

- Associate of Arts degree
- Associate of Arts in Teaching degree
- Associate of Applied Science degrees
- Certificate/certification programs
- Distance Learning courses
- Financial Aid Counseling
- Dual and concurrent enrollment

### Associate of Arts Degree

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### Associate of Applied Science Degrees & Certificates

- Heating, A/C, Refrigeration
- Human Services
- Law Enforcement
- Nuclear Power Technology
- Nursing:
  - • Associate Degree
  - • LPN-ADN Transition Program
- Vocational Nursing Certificate
- Office Administration
- Paralegal Studies
- Physical Therapist Assistant
- Police Academy
- Process Technology
- Radiologic Technology
- Surgical Technology
- Welding Technology

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**Wharton County Junior College**

1-800-561-WCJC

wcjc.edu

WCJC is an EOE Institution.
Joanna Schwartzkopf knows the importance of good nutrition. Surrounded by fresh food growing up on her family's farm in Hillje and being involved in the Taiton Education Extension Club, including serving as president, she can tell you what she and her husband, Chuck, should eat.

"Food was always number one in our house. I always made sure we had good, nutritious food," said the 77-year-old mother of four grown children who live in Houston and Austin.

Nutritious food fell in priorities after Joanna suffered a stroke. Meal preparation became difficult. It also became hazardous according to Joanna's husband of 55 years who had his hands full running the household and dealing with his scoliosis.

"It's dangerous cooking in a wheelchair. There were several instances where Joanna's lucky she didn't get badly burned," Chuck said.

In January 2006, Chuck heard a radio announcement about Meals on Wheels. Retired from Wharton County Junior College, this jogged his memory about the same program offered by the WCJC Senior Citizen Program. A quick phone call and he and his wife resumed their healthy eating.

The Schwartzkopfs applaud the hot, nutritious meals delivered to their home each weekday. A temporary grant is currently adding frozen meals for their weekend enjoyment.

"WCJC's Meals on Wheels makes it possible for us to have good meals every day," he said, noting that Joanna's meals are specially prepared for her diabetic condition.

They also appreciate the smiles and kind words from Eva Martinez who delivers their meals. Nutritious, home-delivered meals and the human interaction they bring are in jeopardy of cutbacks as rapidly rising costs have nonprofit organizations scrambling for additional funding.

"I'm not sure the community realizes how increasing food and gas prices are creating a hardship on our ability to provide meals and other programs for our area's senior citizens," Caroline Osborne, director of the WCJC Senior Citizen Program, said. "Gas prices have doubled and we've had a 5.5 percent increase in food."

Federal, state and local government funding account for nearly 76 percent of the program's revenue, but do not include automatic cost of living adjustments. In addition to Meals on Wheels, the WCJC Senior Citizen Program supplies residents 60 years and older with local transportation services so they can maintain their independence by living at home. The program also works with the Houston-Galveston Area Council Agency on Aging to provide other services, such as homemaker and respite care services, and residential repairs that provided Joanna with a wheelchair accessible shower.

The WCJC Senior Citizen Program, founded in October 1974, is housed on the college's Wharton campus. Other senior centers are located in El Campo, East Bernard, Eagle Lake, Weimar and Columbus. All centers provide

(See MEALS ON WHEELS, Page 2-C)
Couple appreciates healthy meals from WCJC Senior Center

Meals on Wheels
(Continued from Page 1-C)

hot meals, exercise classes, education programs and recreational activities that improve the quality of life for the elderly.

WCJC's Senior Center in El Campo will move next month as renovations begin at the El Campo Housing Authority's Delta Street facility shared by both programs. Osborne is working to relocate the program.

In the meantime, she's hopeful local residents will provide a boost to the senior citizen program by sending financial contributions to the WCJC Senior Citizen Program, care of WCJC, 911 Boling Highway, Wharton, TX 77488. More information is available at www.wcjc.edu or by calling 979-532-6430.

"At a total cost of just under $5 for each home delivered meal, a $100 gift means one senior can have hot weekday meals for an entire month," Osborne said.

These donations will definitely be the right ingredient for the Schwartzkopf's. In fact, as a lifelong cook, Joanna is still trying to figure out how the meat in Meals on Wheels is prepared.

"It's just real delicious and tender. I don't think you'd ever need teeth to eat it, even though I have dentures" she said.

WCJC Senior Citizen Bingo
Play bingo with other seniors at the Wharton County Junior College Senior Citizens Center, LaDieu Building, 911 Boling Hwy. on Monday, July 28 from 2-3 p.m. If you are 60 years of age or older you are invited to attend. Prizes and refreshments.
Eva Martinez of Wharton, center, makes one of her 20 stops at the home of Chuck and Joanne Schwartzkopf of El Campo to deliver a hot meal Friday, plus frozen meals for the couple to last through the weekend. Meals on Wheels, a service through Wharton County Junior College, may be in for some cut backs in offering nutritious meals to seniors like the Schwartzkopfs. While the majority of funding comes from federal, state and local government, it does not account for the increase in living costs. Contributions to make up the difference is needed. If you would like to make a donation, contact the WCJC Senior Citizen Program at 979-532-6430.
Enroll in the WCJC Cisco Networking Academy Program this fall and in only nine months you’ll complete the four courses that enable you to take internationally-recognized Cisco certification exams. Our innovative education includes classroom instruction, hands-on labs, interactive tools and performance tracking capabilities to prepare you to design, install and maintain computer and communications networks.

Gain a competitive advantage
With a worldwide shortage of qualified information and communication technology professionals, the Networking Academy provides a really smart way to succeed in the global economy.

Classes start Aug. 25
Join us at Wharton County Junior College’s Fort Bend Technical Center. Learn more at www.wcjc.edu and link to Cisco Networking under the Educational Programs Quick Jump. Or contact dschilling@wcjc.edu or call 281.239.1567 or 1.800.561.9252 ext. 1567.

Wharton County Junior College
Fort Bend Technical Center
5333 FM 1640 – Richmond
New model helps WCJC

Students in the process technology program at Wharton County Junior College's Bay City campus have a new working model to help them understand how they can control pressure and temperature to impact processes within the operations of chemical and refinery plants.

Financial support for the new pressure/temperature control loop demonstration model, valued at more than $10,000, came from the program's local advisory council members including the Bay City Community Development Corporation, Celanese, Lyondell-Basell and Oxea.
Cabaret style troupe at WCJC

Equipped with plenty of parodies on presidential candidates, the nationally-acclaimed Capitol Steps comedy troupe has earmarked an evening of bipartisan laughter for its August performance to benefit The Wharton County Junior College Foundation.

Capitol Steps takes the stage for “The Lighter Side of Politics” on Friday, August 15 at Safari Texas Ballroom in Richmond, Texas. The evening begins with a reception and silent auction at 6:30 p.m., followed by a dinner, live auction and a brilliant and balanced show. Proceeds benefit student scholarships, faculty development, and academic programs at Wharton County Junior College.

Underwriters for the gala are The Rosenberg-Richmond Auto Mile including The Finnegan Auto Group, Fort Bend Toyota, Ernie Guzman Hyundai, Legacy Ford Lincoln Mercury, Gillman Honda Nissan and Southwest Kia.

Winners of Best Cabaret/Music Theater in the 2007 Washington, D.C. Area Music Awards, the Capitol Steps have performed for the last five presidents and millions of Americans on network television and National Public Radio. These political satirists began as a group of Senate staffers who decided to lampoon their boss, then-Sen. Charles Percy of Illinois, and his colleagues, at a 1981 Christmas party. Today, about half the Capitol Steps performers are ex-congressional staffers. Former Surgeon General C. Everett Koop issued this warning: “The Capitol Steps will cause your sides to split.”

The backwards talk of “Lirty Dies” is one act that prompted the surgeon general’s warning. Explaining its trademark act, a Capitol Steps cast member called it the result of mixing your basic national scandal with word-initialization-rejuxtaposition closely following the underlying precepts of harmony, alliteration and innuendo. “Just whip your florids and you’ll hit the gang of it,” he quipped.

Tickets are now on sale for this evening of catchy tunes and fast flowing puns that promises a lighter look at the day’s headlines. Individual tickets are $85 each and are available by calling 979-532-6322 or 1-800-561-9252, ext. 6322.

For sponsor information and directions to Safari Texas Ballroom, located at 11627 FM 1464, visit www.wcjc.edu. For information about charter bus service from Wharton/Matagorda, email mem64@sbcglobal.net.
Continued Cabaret style troupe at WCJC
WCJC to offer Process Technology program

Beginning in August, Palacios High School students can explore process technology careers on their own campus as Wharton County Junior College offers Introduction to Process Technology (PTAC 1302) as a dual credit course via ITV, or interactive television. Juniors and seniors are eligible to enroll in the class, which provides concurrent high school and college credit.

PTAC 1302 is the first course needed to earn an Associate in Applied Science (AAS) degree in Process Technology. This two-year program, housed at WCJC’s Bay City campus, follows a standardized curriculum developed and maintained by the Gulf Coast Process Technology Alliance (GCPTA).

WCJC is first among more than 50 colleges in both GCPTA and similar alliances nationwide to offer the process technology curriculum via ITV according to Harry Wood, GCPTA’s public affairs director.

WCJC’s process technology curriculum prepares students to work as process technicians in chemical plants, oil refineries, pharmaceutical plants, power generation plants and pipeline operations at annual starting salaries of approximately $48,000. PTAC 1302 acquaints students with plant operations and the work expected of process control technicians. The second course in the process technology program is Safety, Health & Environment (PTAC 1308). WCJC will offer it as a dual credit course at Palacios High in Spring 2009.

PHS Principal Valerie Segovia said WCJC’s new process technology courses provide a “wonderful and safe opportunity” for students to explore a potential career while in high school and to do so with minimal tuition. She sees the strength of the community within the students in the middle of each graduating class that she credits with a strong work ethic and great workforce potential.

“They’re not so focused on what they want to do, so they are open to the possibilities available to them,” said Segovia while applauding the new career options WCJC brings to her students.

Michael VanDerSnick, plant manager of Lyondell-Basell Chemical in Bay City, hopes the courses WCJC offers at PHS will be the springboard to introduce process technology courses at other high schools in the county.

“Our challenge is to get in front of the students at an early age and let them know there are good career opportunities right here in Matagorda County,” said VanDerSnick.

Lyondell-Basell and other PTAC program supporters such as Celanese and OXEA have supported WCJC’s process technology program since it began in 1998. They will continue to do so at Palacios High, providing guest speakers and plant tours.

Wayne Stephens, WCJC process technology program director, will teach PTAC 1302 at Palacios High on Tuesdays and Thursdays from 8:55-10:10 a.m. this fall. While ITV will deliver most of the instruction, he plans some face-to-face time with students too.

Segovia encourages those students interested in the process technology course to make sure they have completed the WCJC admissions application at www.wcjc.edu. WCJC admissions counselors are available at 1-800-561-9252 or 979-532-4560 to assist with this process. Interested students may also contact Segovia or PHS Counselor Mayra Garcia for assistance.
MONDAY, JULY 28

WCJC Senior Citizen Bingo
Play bingo with other seniors at the Wharton County Junior College Senior Citizens Center, LaDieu Building, 911 Boling Hwy. on Monday, July 28 from 2:30 p.m. If you are 60 years of age or older you are invited to attend. Prizes and refreshments.

WJC Foundation 2008 Gala
The Wharton County Junior Foundation 2008 Gala is Friday, Aug. 15 at 6 p.m. at the Safari Texas Ranch in Richmond. Tickets are $85 each. Sponsor tables (seating for 8) are $1,500 and $2,500. The gala features a reception, dinner, auctions and a comical performance by the Capital Steps. Tickets went on sale May 1. Call Cheryl Machicek at 979-532-6322 for information.
Registration underway for WCJC fall semester classes

Wharton County Junior College is currently registering for the Fall 2008 semester.

Students may register now through Aug. 27 on the web at www.wcjc.edu.

Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Fort Bend Technical Center. Registration appointments are not required.

WCJC offers an associate degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, associate of applied science degrees, and certificate programs.

Distance education courses are available through the web, interactive television, and videocassettes.

For more information about programs or registration, call 800-561-9252.
WCJC Registration Underway

Wharton County Junior College (WCJC) is currently registering for the Fall 2008 semester. Students may register now through August 27 on the web. Walk-in registration may be completed at the Wharton, Sugar Land, or the Fort Bend Technical Center campuses now through August 27. Registration appointments are not required.

Fall classes begin August 25.

WCJC offers an associate of arts degree for those intending to transfer to a four-year institution, an associate of arts in teaching degree, associate of applied science degrees, and certificate programs. Distance education courses are available through the web, interactive television, and videocassettes.

For more information about programs or registration, call 800-561-9252 or visit www.wcjc.edu.
LCRA to host water supply discussion in Wharton tonight

WHARTON — The Lower Colorado River Authority wants to remind the public that it is asking for input about the region's future water supply through either an online survey or one of the remaining two conversation meetings.

The first of these two will be tonight (Thursday) at the Wharton Junior College Pioneer Student Center at 911 Boling Highway in Wharton. The meeting format will include an open house from 6 p.m. to 6:30 p.m. followed by the discussion from 6:30 p.m. to 9 p.m.

LCRA General Manager Tom Mason also is scheduled to speak at the meetings.

LCRA will use input gathered from the public at community meetings and from online surveys in preparing a long-range water supply plan for the next 50 to 100 years.

Everyone can participate either by attending the meeting in Wharton or Austin on Thursday, Aug. 7 at the LCRA's Dalchau Service Center located in 3505 Montopolis Dr., Building A.

Interested persons also can go online to review information and fill out a survey at www.lcra.org/watersupply.

As a reminder, space is limited at the conversation meetings, so call toll-free (800) 776-5272, Ext. 3380 to reserve a seat.
Cowboys, cowgirls bring home individual awards

Five El Campo cowboys and cowgirls received scholarships and awards recently during the Texas Youth Rodeo Association Finals in Gonzales at the JB Wells Arena.

Dakota Pietsch, son of Scooter and Sherry Pietsch and a 2008 graduate of El Campo High School, received a full-ride scholarship to rodeo at Wharton County Junior College this school year. He also received a $1,200 Texas Youth Rodeo Association scholarship, a $1,000 Laura Woodman Memorial Scholarship and a Trophy belt buckle as the Klint Shaw Memorial Sportsmanship Award recipient.

The Laura Woodman Memorial Scholarship was established on Dec. 16, 1983 by her parents following her death that spring. This college scholarship recognizes Woodman as a student and a scholar and her interest in the TYRA. One-half of the funds will be paid each of two semesters as long as Pietsch remains a full-time student and maintains a minimum 2.5 grade point average.

The Klint Shaw Memorial Sportsmanship Award was established in 2001 following Shaw's death in an automobile accident. The award is given annually to a graduating senior who, like Shaw, excelled in rodeo and exemplified what sportsmanship is all about.

Russ Graves, son of Rusty and Liz Graves and a 2008 ECHS graduate, also received a full-ride rodeo scholarship to WCJC and a $1,500 scholarship from the TYRA. Additionally, Graves received the Via-Way Horsemanship Award trophy which is presented at the Finals Rodeo to a graduating senior TYRA member chosen by the TYRA Board of Directors based on horsemanship.
El Campo
Leader-News
El Campo, TX
Circ. 4994
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2B
8/16/2008
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(Continued from Page 1-B)

El Campo rodeo stars earn awards, scholarships in Gonzales

and Stacey Vesely and a senior at El Campo High School, received the Red Feather Award during TYRA award presentations. Presented by a senior girl to a junior girl for good luck, Vesely received the Red Feather Award from Brenna Byler of Bellville. Vesely will present the award to another young woman next year.

Several local adults are actively involved with the TYRA. Sherry Pietsch currently serves as president of the board, while Vickie Leopold and Tammy Zboril are directors. Russ Herndon of Wharton is also a director.

Ashley Zboril, daughter of Russell and Tammy Zboril and a 2008 ECHS graduate, received a $1,000 TYRA scholarship. The pre-med major will rodeo on partial scholarship at Texas A&M University this year.

Lauren Mach, daughter of Randy and Brenda Mach and a 2008 ECHS graduate, received a $500 TYRA scholarship. She will rodeo at WCJC this school year.

Darcey Vesely, daughter of Bobby
Fort Bend
Herald and
Texas Coaster
Rosenberg, TX
Circ. 7709
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8/17/2008
92249

WCJC Registration.
Register 8 a.m. to 5 p.m. weekdays now through Friday, Aug. 22 for the fall 2008 semester of the Texas State Technical College at WCJC Fort Bend Technical Center in Richmond, 1-800-561-9232, ext. 1548, or 281-229-1548. Classes begin Monday, Aug. 25. For financial aid, immediately contact 1-800-792-8784, ext. 4814. Visit www.waco.tstc.edu for online applications.

Fort Bend
Herald and
Texas Coaster
Rosenberg, TX
Circ. 7709
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WCJC Registration.
Register 8 a.m. to 5 p.m. weekdays now through Friday, Aug. 22 for the fall 2008 semester of the Texas State Technical College at WCJC Fort Bend Technical Center in Richmond, 1-800-561-9232, ext. 1548, or 281-229-1548. Classes begin Monday, Aug. 25. For financial aid, immediately contact 1-800-792-8784, ext. 4814. Visit www.waco.tstc.edu for online applications.
Fort Bend
Herald and
Texas Coaster
Rosenberg, TX
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**WCJC Registration.**

Register online or in person now through Wednesday, Aug. 27 for Wharton County Junior College’s Fall 2008 semester at the Richmond campus of the Fort Bend Technical School, the Sugar Land or Wharton campuses. No appointment is necessary for the walk-ins. 800-561-9252 or www.wcjc.edu.

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Main St. in Richmond.

**WCJC Registration.**

Register 8 a.m. to 5 p.m. weekdays now through Friday, Aug. 22 for the fall 2008 semester of the Texas State Technical College at WCJC Fort Bend Technical Center in Richmond, 1-800-561-9252, ext. 1548, or 281-239-1548. Classes begin Monday, Aug. 25. For financial aid, immediately contact 1-800-792-8784, ext. 4814. Visit www.waco.tstc.edu for on-line applications.
County lifts burn ban after rains soak area

By Heather Menzies

Tribune Staff Writer

Commissioners lifted the countywide burn ban after over two months of prohibiting uncontained fires during their regular weekly meeting, Monday morning.

George Deshotels, Matagorda County Commissioner Pct. 2, said the fire chiefs in his precinct agreed that the area had received enough of a soaking rain over the weekend that there would be no special threat of damage if the ban were lifted.

"We also have a forecast of rain this week, it's supposed to be a wet week," said Deshotels.

James Gibson, Commissioner Pct. 3, said that while the Palacios area didn't receive as much rain as Sargent and Matagorda, he agreed there would be no problem in lifting the burn ban.

Commissioners Dan Pustka, Pct. 1, and David Woodson, Pct. 4, also agreed that the rain received over the weekend and the rain that was forecast for the week made conditions possible to lift the ban.

"We would ask residents to please be careful as they start burning," said Matagorda County Judge/
Ban

From Page 1A

Nate McDonald.

"There is still a lot of dry grass and fuel on the ground that could cause a fire hazard — so do be cautious as you burn."

Commissioners cancelled a public hearing to consider adopting a resolution to participate in the Texas Enterprise Zone Program and to nominate South Texas Project Nuclear Operating Company to the Office of the Governor as a Triple Jumbo Enterprise Project.

Commissioners were to discuss possible incentives offered to Matagorda County as a result of the Texas Enterprise Zone Program such as tax abatement, low interest bonds for pollution control equipment, fee waivers, offsite capital improvements, streamlined permitting, community crime prevention program, enhanced fire and police services, industrial access road improvements, creation and/or improvements of public parks, promotion and marketing service to attract businesses, specialized two-year Nuclear Technology degree program offered at Bay City campus by Wharton County Junior College, job training, retraining program, literacy and employment skills program, vocational education and Enterprise Project expeditor.

Caitlyn Ryan, an STP spokesperson, told commissioners that the nuclear operating company requested that the court hold off on nominating STP to the Texas Enterprise Zone Program so that they could communicate further with the governor's office and make sure when they submitted an accurate application.

"Since STP is a complicated partnership we needed to make sure with the Texas Governor's office that we were nominating the proper entity," said Ryan. "Instead of applying in the September application period we will apply in the December application period."

Commissioners also tabled action to approve a resolution authorizing Matagorda County to participate in the Enterprise Program.

Ruben Gonzales, Matagorda County Environmental Health director, asked the court to table consideration of a subdivision plat approval for Vaquero River Estates.

"There are still some issues of concern that we need to work out before you approve this," Gonzales said.

In other Commissioners Court news:

- Commissioners approved a Heavy Load Permit Application and Bond for South Bay Resources, LLC in Precinct 1.
- Commissioners agreed to abandon a portion of the road-way lying east of Bay Drive on the proposed plat of Bay Breeze subdivision and extending to Turtle Bay in Precinct 3.
- Commissioners approved a resolution and cover letter certifying that the county made a grant to Friends of Elder Citizens, an organization that provides home-delivered meals to homebound persons in the county who are elderly and those who have a disability, and certifying that the county has reviewed the organization's budget and approved of their expenditures.
- Commissioners approved a demand check to the Department of the Treasury, Internal Revenue Service in the amount of $31,46 to pay an amount refunded in error.
- Commissioners authorized Judge McDonald to sign the HIPAA Election Renewal Document and direct the County Treasurer to file it with the Department of Health and Human Services.
Lady Pioneers start season Friday

By MIKE KONVICKA
mkonvicka@journal-spectator.com

Wharton County Junior College's volleyball team is scheduled to crank up its season Friday at the San Jacinto Invitational Tournament in Pasadena.

Second-year coach Brianna Florus is optimistic about this season.

"Our goal as a team is to make it to the regional tournament," said Florus.

The Lady Pioneers went 10-20 last year and were 5-7 in the District M standings.

"We just have to be better than last year," said Florus. "I have some new recruits; which will help our sophomores."

Florus said her starting lineup "is not yet set in stone," meaning several players are still in the mix for starting spots or significant playing time.

"The spots are all up for grabs, so I told the girls to keep working hard and always try to be that person," she said.

Two returners include Wharton graduate Christi Ellis and Boling graduate Emmy Rodgers.

Also back from last year is Kadeem Brinkley of Van Vleck, Christina Mocanu from Klein Collins and Amanda Yeager of Brenham. Newcomers include Boling graduate MacKenzie Baker, Kirsten Brotz from New Braunfels, Kayla Fullerton of Bridge City, Ashley Evins from Calhoun High School in Port Lavaca, Kaitlynn Davenport of Woodson, Beth Rodgers of Cypress Fairbanks, Kayla Dunk of Flatonia, Blair Turgay of Bay City and Amanda Christoffersen, a transfer from San Jacinto College of Rosenberg.

Yeager, Christoffersen and Baker will share setting duties.

Back row players include Mocanu and Brotz. The libero spot is still open.

"We have a lot of depth this year and I'm looking for all-around players," said Florus.

And Florus emphasized about playing as a team.

"We're focusing on that aspect," said Florus. "If you have a bunch of individualism, they are not going to come together as a team. That's just something that I was always taught, and you need to have that. They have to get along and make it happen."

The Lady Pioneers' first home match is scheduled next Tuesday against Blinn College. District play doesn't start until Sept. 11 at Laredo.

The league also includes San Jacinto College, Lee College, Galveston College and Coastal Bend.
Wharton graduate and Wharton County Junior College sophomore Christi Ellis slams the volleyball over the net during a recent practice in Pioneer Gymnasium. WCJC opens its season on Friday by competing at the San Jacinto Tournament in Pasadena.
# Sports Scene

...A look at the area's upcoming events

## Wednesday

### Football

22nd Annual Wharton County High School Football Coaches Luncheon at Mikaska's Barbecue in El Campo...........................11:45 a.m.

## Thursday

### Football Scrimmages

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boling</td>
<td>Sweeny at West Columbia JV-Varstty</td>
<td>6:7 p.m.</td>
</tr>
<tr>
<td>Wharton at Schulenburg JV-Varstty</td>
<td>5:7 p.m.</td>
<td></td>
</tr>
<tr>
<td>Kenedy at Louise JV-Varstty</td>
<td>5/7 p.m.</td>
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</tbody>
</table>

### Volleyball

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sealy Tournament - Wharton vs. Industrial</td>
<td>1:45 p.m.</td>
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</tr>
<tr>
<td>Sealy Tournament - Wharton vs. El Campo</td>
<td>3:15 p.m.</td>
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<tr>
<td>Sealy Tournament - Wharton vs. Smithville</td>
<td>4 p.m.</td>
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</tr>
<tr>
<td>Sealy Tournament - East Bernard vs. Hitchcock</td>
<td>1:45 p.m.</td>
<td></td>
</tr>
<tr>
<td>Sealy Tournament - East Bernard vs. Columbus</td>
<td>3:15 p.m.</td>
<td></td>
</tr>
<tr>
<td>Sealy Tournament - East Bernard vs. Columbus</td>
<td>4 p.m.</td>
<td></td>
</tr>
<tr>
<td>Shiner Tournament - Boling vs. Flatonia</td>
<td>3:20 p.m.</td>
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<tr>
<td>Shiner Tournament - Boling vs. La Grange or Luling</td>
<td>6:30 p.m.</td>
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</tbody>
</table>

## Friday

### Football Scrimmages

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concordia Lutheran at East Bernard JV-Varstty</td>
<td>5:30/7 p.m.</td>
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</tr>
<tr>
<td>Waller at El Campo, Frosh-JV-Varstty</td>
<td>5/6/7:15 p.m.</td>
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</tbody>
</table>

### High School Volleyball

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sealy Tournament - Wharton and East Bernard</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Shiner Tournament - Boling</td>
<td>TBD</td>
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</tbody>
</table>

### Junior College Volleyball

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wharton County JC at San Jacinto Tournament in Pasadena</td>
<td>TBD</td>
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</tbody>
</table>

## Saturday

### High School Volleyball

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sealy Tournament - Wharton and East Bernard</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Shiner Tournament - Boling</td>
<td>TBD</td>
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### Junior College Volleyball

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharton County JC at San Jacinto Tournament in Pasadena</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>
WCJC keeping up with the times

By BARRY HASKINSON
bhaskinson@whartonjournal.com

In addition to upgrading the facilities master plan made backward, Wharton County Junior College Director of Facilities Mike Feyen and his staff also implemented some high-tech safety programs this summer.

Among the improvements was the installation of an electronic swipe card system at the various dorm entries that replaces the old touchpad system. Each student will receive a photo ID card with a bar code that will be required to open entry doors.

"It's a safety and security issue," Feyen said in a recent interview. "We had the touchpad system, but after the first couple of days they really weren't very secure. Students would give out the codes to their friends and roommates so they could get in and out. With this system, they have to have the card and a photo on the card, you can also make sure the person with the card is the person in the photo.

In addition to upgrading entry security, Feyen said the college also has subscribed to an emergency alert service, Send Word Now, which can be used to distribute weather alerts, class suspensions, facility closures and other general announcements.

Currently all students, faculty and staff are being asked to voluntarily supply contact information, which includes phone, cell phone and computer contact information. The information will be provided to the supplier to set up the system but otherwise will be kept confidential.

Based on an initial test, Feyen said he was pleased with how the system functioned. He said only 26 of the 379 people signed up in the spring hung up while receiving the phone message. Of those who connected, eight numbers hung up before the message could be delivered, one was rejected, one was unreachable while 93 were delivered and 210 voice messages were left. Only one of 337 e-mails bounced as undeliverable and 15 of 15 text messages were received.

"This will improve our communications system when it comes to delivering campus-wide alerts," Feyen said. "We can get the information to the people who most need it."

In discussing facilities improvements in general, Feyen said a total of $480,814 was spent on various projects. In terms of dollars, the greatest sum was spent in the science building where the air handler system was refurbished with more efficient equipment at a cost of $162,207, and an additional $59,799 was spent on asbestos abatement.

"A lot of the buildings were constructed in the 1960s and 1970s when a lot of asbestos was used in the construction industry," Feyen said. "As we go back and work on those buildings, asbestos abatement becomes an issue."

An additional $158,100 was spent to refurbish the restrooms in the Fine Arts building.

"We considered that a priority project," he said. "It is the one building with probably the most public traffic on campus because of the concert and other performances. We
want to present the community and visitors with the proper image and part of that is providing quality facilities.

The Hutchins Memorial Center got a $10,108 facelift, with the installation of new glass entry doors — the original late 1950s doors had never been changed out — and the construction of a new wheelchair ramp.

Athletic department improvements included upgrading the batting cage, installing of new carpet, sanding to level the practice field and fencing around the cage and field.

"There have been times in the past when players upset with their situation have taken vehicles out on the field and torn it up," Feyen said. "You don’t like to see that happen but it does. We’ve taken steps to prevent that from happening in the future."

Feyen said the building improvements all fit in with the college’s facilities master plan adopted in 2006 and align with a maintenance program he had already established.

"For example, in 1993-94, we replaced a number of roofs and have them scheduled for replacement again in 2013-14. In 1996 we replaced one building chiller (air-conditioning system) and then replaced others in 1997 and 1998. We’re doing everything we can to try and keep up with the 10-year plan as written out and making an effort to update it each year as we move ahead. That will allow the college to keep a handle on building maintenance costs which in turn allows the college to better budget for each year."
Wharton
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Wharton
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**WCJC Registration**

Wharton County Junior College is currently registering for the Fall 2008 semester. Students may register now through Aug. 27 on the Web. Walk-in registration may be completed at the Wharton campus, Sugar Land campus, or the Fort Bend Technical Center now through Aug. 27. Registration appointments are not required. Fall classes begin Aug. 25. For more information about programs or registration, call 800.561.9252 or visit www.wjc.edu.
Wharton County Junior College
PUBLIC NOTICE

All of Wharton County Junior College’s career and technical opportunities are offered without regard to race, color, national origin, sex, and disability.

Degree and Programs
Wharton County Junior College offers an Associate of Arts degree, Associate in Arts in Teaching degree, Associate of Applied Science degree, and certificate/certification programs.

<table>
<thead>
<tr>
<th>Associate of Arts Degree</th>
<th>Associate of Applied Science Degrees &amp; Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Human Services Technician (Certificate)</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>Law Enforcement (Associate)</td>
</tr>
<tr>
<td>Business Administration</td>
<td>- Liberal Studies (Associate)</td>
</tr>
<tr>
<td>Computer Science</td>
<td>- Physical Therapy (Associate)</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Police Academy (Certificate)</td>
</tr>
<tr>
<td>Engineering</td>
<td>- Respiratory Therapy Technology (Certificate)</td>
</tr>
<tr>
<td>English</td>
<td>- Social Work (Associate)</td>
</tr>
<tr>
<td>English Studies</td>
<td>- Surgical Technology (Certificate)</td>
</tr>
<tr>
<td>Engineering Design</td>
<td>- Veterinary Technology (Certificate)</td>
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<tr>
<td>Health Information</td>
<td>- Welding Technology (Certificate)</td>
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<tr>
<td>Medical Technology</td>
<td>- X-Ray Technician (Certificate)</td>
</tr>
<tr>
<td>Nursing Pre-Registered</td>
<td>- Radiologic Technology (Certificate)</td>
</tr>
<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Student Geography/Urban</td>
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</tbody>
</table>

Associate of Arts Degree In Teaching

ADMISSION INFORMATION
Students seeking admission to Wharton County Junior College should file the following with WCJC prior to established registration deadlines:

1. A WCJC Application for Admission. You may print an application form from our website, www.wcjc.edu. Select Admissions and Registration, then Forms, then Application for Admission Form.
2. A High School Transcript showing date of graduation.
3. Transfer students must also submit official college transcripts.
4. TheA (or alternative test) scores (or proof of THEA exempt). Score can be mailed to Admissions and Registration.
5. A proof of residence document. Usually, the Residency Information portion of the application will suffice.

NON-DISCRIMINATION POLICY
Wharton County Junior College is an equal opportunity institution. It does not discriminate against any person in its employment, personnel relations, admission or services because of the person’s age, race, color, religion, sex, place of national origin, or disability. The College complies with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and Title II of the Americans with Disabilities Act of 1990 (P.L. 101-336). Any allegations of violation should be brought to the attention of the Affirmative Action Officer. Telephone: 979.532.6508

SERVICES FOR STUDENTS WITH DISABILITIES
Wharton County Junior College is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the college of any assistance they may need upon application. Early self-identification will allow the student to receive whatever accommodation he or she may need as quickly as possible.

Students with disabilities are encouraged to register with the ADA Coordinator, located in the Office of Disability Services to provide appropriate documentation. This action entitles qualified students with disabilities to receive information and services available to them. Disability information is strictly confidential and is not released without consent of the student.

It is the responsibility of the student with a disability to voluntarily and confidentially disclose information regarding the nature and extent of the disability. Wharton County Junior College does not assume responsibility for providing special accommodations and services to students who have not identified themselves as having a qualifying disability and who have not made their need known.

Specific disability services are based on individual needs and circumstances. To initiate services, students should contact the ADA Coordinator prior to each semester. For more information about Title IX and section 504, please contact:

Blondell Lockley • Wharton County Junior College • Pioneer Student Center
811 Boling Highway • Wharton, Texas 77488 • Phone: 979.532.6500

FOR MORE INFORMATION, PLEASE CALL
1.800.561.WCJC (9252)
Website address: www.wcjc.edu
Sports Scene
...A look at the area's upcoming events

Saturday

High School Volleyball
Sealy Tournament – Wharton vs. Columbus or Rice… 3:30 p.m.
Shiner Tournament – Boiling vs. Opponent, TBD… 10:30 a.m.

Junior College Volleyball
Wharton County JC at San Jacinto Tournament in Pasadena… TBD

Tuesday

High School Volleyball
Loose at Wharton, Fresh-JV-Varsity, (Junior High Gym)… 5 p.m.
Boiling at Alief Taylor, Fresh-JV-Varsity… 5 p.m.
East Bernard vs. Sealy & Weimar at Sealy, JV-Varsity… 4 p.m.

Junior College Volleyball
Blinn College at Wharton County Junior College… 6 p.m.
The Wharton County Junior College
FOUNDATION

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Ad also published in the following newspapers:
Wharton 8/29
East Bernard 9/3

County:
Fort Bend
92249-08-24_3001
Joines finds artistic vision through lens of camera

By BARRY HALVORSON
news@leader-news.com

Blind-sided by the fact she couldn't find the right college courses to pursue a career in photography, local artist Sharon Joines returned to her preferred form of expression later in life.

She currently has an exhibition - Wharton County II: Photographs - on display at the Wharton County Library in Wharton this month. She also has some photos included in the 26th Anniversary Juried Membership Exhibition at the Houston Center for Photography, which runs through Sept 7.

Joines was not born and reared in Wharton County but has been a resident of the county for most of her life, since her arrival at Wharton County Junior College in 1973.

"At heart, I always wanted to be a photographer and was going to major in photography and art in college. But they didn't have photography courses at WCJC when I enrolled and when I transferred to Sam Houston, I couldn't get into the program without taking a really remedial course. I got burned out, met my future husband on a blind date and quit college."

After children were introduced into the marriage, Joines returned to college but passed on the fine arts to pursue a degree in business arts, getting an accounting degree from the University of Houston-Victoria.

"Back in 2002 I started to get interested in art again and picked up painting," she said. "But the photography started soon after."

She remembers receiving a box camera as a young girl and that during high school she got her first 35-mm camera, a Minolta 101.

In addition to her current exhibits, she has also shown her work at the Lawndale Art Center and Women's Institute in Houston and exhibited at a combined show in Marfa as part of the CORE Group.

"It's the Cream of Rice group, which is an off-shoot of an advanced photography workshop with Rice professor Peter Brown, who's become kind of a mentor for me," she said.

Her photographs of the county range from significant landmarks, like Wharton's courthouse square, to abandoned buildings, cattle and unique rural shots from diverse locations in Egypt, Glen Flora and other small communities in the county.

"Mainly, I get lucky," she said. "I drive around until something catches my eye. But I also make mental notes of things I see and want to come back and photograph when the lighting conditions might be better."
### Sports Scene

...A look at the area's upcoming events

#### Thursday

**Sub Varsity Football**
- Rice Consolidated at Wharton, Junior Varsity ........................................ 6 p.m.
- Palacios at East Bernard, Junior Varsity .................................................. 5 p.m.
- Houston Christian at Boling, Junior Varsity .............................................. 6 p.m.

**Volleyball**
- Edna Tournament - East Bernard vs. El Campo ......................................... Noon
- Edna Tournament - E. Bernard vs. Industrial or Yorktown .......................... 5 p.m.
- Edna Tournament - Boling vs. Faith Academy ......................................... 1 p.m.
- Edna Tournament - Boling vs. Ganado or Bay City .................................. 4 p.m.

#### Friday

**Football**
- Wharton vs. Rice Consolidated at Altair .............................................. 7:30 p.m.
- Boling at Houston Christian ................................................................. 7:30 p.m.
- East Bernard at Palacios ................................................................. 7:30 p.m.
- Dayton at Lee ................................................................. 7:30 p.m.
- Brazoswood at El Campo ................................................................. 7 p.m.
- Needville vs. Worthing at Houston Butler Stadium ................................ 7:30 p.m.
- Van Vleck at Sweeny ......................................................... 7:30 p.m.
- Bay City at Dayton ................................................................. 7:30 p.m.

**High School Volleyball**
- Wharton vs. Rice Cons. at Altair, Varsity ............................................. 4:30 p.m.
- East Bernard at Belville, JV, Varsity ................................................. 5 p.m.

**Junior College Volleyball**
- Wharton County JC at Blinn Col Tournament in Brenham ......................... TBD

#### Saturday

**Cross Country**
- East Bernard at Palacios Invitational .............................................. 8 a.m.

**High School Volleyball**
- Edna Tournament - Boling and East Bernard ........................................ TBD

**Junior College Volleyball**
- Wharton County JC at Blinn Col Tournament in Brenham ........................ TBD
Fling Receives Wharton Achievement Award

Wharton County Junior College held its annual Achievement Awards Ceremony on May 14, 2008 at the Pioneer Student Center on the Wharton campus.

In the ceremony, presided over by Dean of Students Dr. Wayne Taylor and Vice President of Instruction Dr. Ty Pate, nineteen students were given awards for being “Outstanding Student” in the various schools and departments. Each of the nineteen students were honored by their professor or head of their department.

Among those being honored was Sterling Fling of Eagle Lake who received the Outstanding Achievement in Government Award. Sterling, the son of Joe and Mercy Fling, completed his first year studies at Wharton in May. Sterling’s teacher, Dr. Elizabeth Rexford presented the award.

In remarks upon the presentation of the handsome plaque, Dr. Rexford said that Sterling was the best writer that she had ever taught and that she encouraged him to pursue a career in international diplomacy, journalism or law. She said that “He will be successful in whatever he chooses, and he will make us all proud.”

Later in the ceremonies, Dr. Rexford received the award for outstanding faculty member for the year.

The presentations were followed by a social time with students, families and faculty. Wharton County Junior College founded in 1946 has campuses in Wharton, Sugar Land and Richmond as well as extension centers in Bay City, El Campo and Palacios. Enrollment exceeds 6000 students with 267 full and part time faculty. Congratulations are extended to all of the recognized outstanding students for 2007-08.
WCJC Senior Program

The WCJC Senior Citizen Program in Columbus desperately needs volunteers to help in the various services that they provide which are meals on wheels, local transportation, activities and programs. Volunteering only once a week would make a huge difference to the senior citizens of Columbus and the surrounding area. Please consider this urgent need; volunteers are sorely needed. If you can help or if you have questions, please call Jane Booker at the WCJC Senior Citizen Program at 979-732-5606.

The WCJC Senior Citizen Program is part of RSVP of the Texas Gulf Coast which provides all enrolled volunteers 55 years of age and older with free benefits valuable to volunteers. All programs, organizations and faith-based organizations in which volunteers are involved are eligible to be part of RSVP of the Texas Gulf Coast.

For more information, call Nicki Wright at 979-865-2455.
Tuesday’s Volleyball Results

Wharton def. Louise 28-24, 25-18, 24-18
Sealy def. East Bernard 25-17, 25-16, 25-17
East Bernard def. Weimar 25-12, 25-17, 22-25, 25-16
Blinn College def. Wharton County JC 25-23, 25-20, 25-19
Palacios def. El Campo 25-17, 25-16, 25-19
Hallettsville def. RTC 25-7, 25-18, 25-17
Needville def. Lamar Cons. 25-22, 25-16, 25-18
Manvel def. Bay City 25-21, 25-23, 24-26, 25-22

Thursday’s Volleyball Results
(Edna Tournament)

Bolting def. Faith Academy 25-17, 25-23
Bay City def. Bolting 25-16, 25-17
Industrial def. El Campo 25-26, 25-23
Cuero def. Louise 20-25, 25-16, 25-14
Sports Scene

...A look at the area's upcoming events

Saturday

Cross Country
East Bernard at Palacios Invitational...8 a.m.

High School Volleyball
Edna Tournament; Boling and East Bernard...TBD

Junior College Volleyball
Wharton County JC; Blinn CJC Tournament in Brenham...TBD

Tuesday

High School Volleyball
Palacios at Wharton, Fresh-JV-Varsity (Junior High Gym)...5 p.m.
Boling at East Bernard, Fresh-JV-Varsity...5 p.m.
WCJC's Kayla Dunk left, and Beth Rodgers, attempt to dig the volleyball during Tuesday's home match against Blinn College. The Lady Bucaneers beat the Lady Pioneers in three games.
Sports Scene
...A look at the area's upcoming events

Thursday

Sub Varsity Football
Wharton at Smithville, Frosh-Junior Varsity............................6 p.m.
Pelaclos at East Bernard, Junior Varsity..............................6 p.m.
Boling at Weimar, Junior Varsity.................................6 p.m.

Junior College Volleyball
Wharton County JC at Tyler Junior College............................4 p.m.

Friday

Football
Smithville at Wharton........................................7:30 p.m.
Weimar at Boling..................................................7:30 p.m.
Houston Christian at East Bernard..............................7:30 p.m.
Louise vs. Industrial at Vanderbilt.............................7:30 p.m.
El Campo at Houston Westside (Buder)..........................7 p.m.
Houston Jack Yates at Bay City.................................7:30 p.m.
Splendora at Needville.........................................7:30 p.m.
Rice Consolidated at Edna.......................................7:30 p.m.

High School Volleyball
Smithville at Wharton, Varsity-JV...............................4:30 p.m.
Van Vleck at East Bernard, JV-Varsity..........................4:30 p.m.
Weimar at Boling, Varsity-JV..................................4:15 p.m.

Junior College Volleyball
Wharton County JC at NCTC Tournament in Gainesville..........TBD

Saturday

Cross Country
Wharton at Calhoun Invitational (Magnolia Beach-Port Lavaca)...8 a.m.
East Bernard at Sealy Invitational................................8 a.m.

Junior College Volleyball
Wharton County JC at NCTC Tournament in Gainesville..........TBD
WCJC’s fall classes start

Kicked back and enjoying a break in the day, Wharton County Junior College music majors, from left: Courtney Johnson, Ricky Simpson and David DeBery wait their turn for testing. WCJC’s Fall classes started on Aug. 25.
Senior Bingo
The Wharton County Junior College Senior Citizen Program is inviting area seniors to play Bingo with other seniors with prizes and refreshments furnished by Angels Care Home Health from 2-3 p.m. on Monday, Sept. 8, at the WCJC Senior Center, LaDieu Building, 911 Boling Hwy. If you are 60 years of age or older you are invited to attend.

WCJC Blood Drive
The WCJC Student Government Association is holding a blood drive on Wednesday, Sept. 17 from 10 a.m. to 4 p.m. and Thursday, Sept. 18 from 9 a.m. to 3 p.m. in the Pioneer Student Center. Contact Patti Lawlor at 532-6441 or www.eblooddrive.org sponsor no. 6022. Free T-shirts to donors. Please bring identification.
Billy Lee Lawrence

Services for Billy Lee "Bill" Lawrence, age 77 of Lake Kiowa who died Friday, September 5, 2008 at Baylor Hospital in Dallas from injuries suffered during a fall, will be 2 p.m. Tuesday, September 9, 2008 at Western Heights Church of Christ. Joe Ed Purr, minister of the church will officiate and entombment will follow in the Chapel of Memories at Cedarlawn Memorial Park. Arrangements are under the direction of Waldo Funeral Home.

Bill was born March 4, Bill was preceded in death by his parents, Lee and Grace Lawrence and stepmother, Mattie Lawrence. He is survived by his wife of 56 years, Wanda of Lake Kiowa; sister, Sue Sweeney of Austin; daughter, Jan Coco of Sherman; son, Ken Lawrence; wife Mary of Denison; four grandchildren, Leann Coco of Galveston, Nicholas Coco of Alexandria, Louisiana, Scott Lawrence of College Station and Kyle Lawrence of Denison; also four great grandchildren.

The family will be at Waldo Funeral Home on Monday, September 8, from 6 to 8 p.m.

The family requests memorials be made to the American Cancer Society, 8900 Carpenter Freeway, Dallas, Tx. 75247, the American Heart Association, 8200 Brookriver Drive, Suite N-100, Dallas, Tx. 75247, or to the Salvation Army, P.O. Box 490, Sherman, Tx. 75091.

The online guest register can be signed at www.walhofuneralhome.com.

a management and manufacturing consultant with the Thomas Group. His professional career included membership in the Southwest Region of the Association of Manufacturing Excellence, serving as the President of the Southwest Region and on its National Board of Directors. He was also active in the Texas Association of Businesses.

Bill gave back to the community through his membership on several boards including the Grayson County United Way, Sherman Chamber of Commerce, Wilson N. Jones Memorial Hospital, Salvation Army, and was also involved in the Texoma Livestock Show and the Grayson County Sheriff's Posse. He was instrumental in starting the Junior Achievement and the Textins Riding Club. After retirement, Bill and Wanda enjoyed motor-homing with other retirees and clubs. He enjoyed wood carving, fishing, boating and spending time with his family, especially his grandchildren. He was currently a member of the Kiowa Chapel at Lake Kiowa.
El Campo
Leader-News
El Campo, TX
Circ. 4994
From Page: 2
9/10/2008
91472

Gulf Coast
Tribune
Needville, TX
Circ. 932
From Page: 6
9/11/2008
92221

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**WCJC Drama And Music**

At 7 p.m. Thursday, Sept. 18, the drama and music faculty of WCJC will present the annual performance of *Something Old/Something New*. The audience will be treated to a number of musical, dance, and drama skits along with interpretive stories. Admission is free. The performance will be in the Horton Foote Theatre, Duson-Hanson Fine Arts Building on the Wharton campus.

---

**WCJC Senior Program offers BINGO**

Wharton County Junior College Senior Citizen Program of BINGO will be held Monday, September 22 from 2-4 p.m. at WCJC Senior Center, LaDieu Building, 911 Boling Hwy. 

Play Bingo with other seniors with prizes and refreshments furnished by Wharton Nursing and Rehabilitation Center. If interested in meals, please stop by office and sign up. If you are 60 years of age or older you are invited to attend.
Human Services students attend conference

STUDENTS from the Wharton County Junior College Human Services Club gained new insights into solutions for delivering care to individuals and families in need during their recent attendance at the Western Regional Organization for Human Services Professionals Conference held at St. Edward's University in Austin. From l-r are sponsor Victoria Schultz of Needville, Chanell Pence of Sheridon, Kasey Auld of Wharton, Dora Casarez of El Campo, Martina Garcia of Wharton, Irma Cantu of Wharton, and Marili Coy of Richmond. Not pictured is Lisa Noland of Palacios. The students learned about cultural diversity within multigenerational populations and some of the inherent difficulties in providing and delivering care to them. Students interacted with professionals from other states and made use of skills currently taught in the WCJC Human Services Program. (WCJC Photo)
Rock-n-Roll legends The Diamonds to perform concert Nov. 10 at WCJC

Rock and Roll Hall-of-Famers, The Diamonds, are set to perform at 7 p.m. Nov. 14 in the Horton Foote Theater on the Wharton County Junior College campus in Wharton.

The concert will benefit the WCJC Band in their efforts to raise funds for their annual Spring concert tour.

Tickets are $30 and may be purchased by calling Marge Kirby (979) 532-6300, Joe Waldrop (979) 532-6366.

Formed in the mid-50's, the Toronto, Canada natives known as The Diamonds, have been described as the true sound of doo-wop. The Diamonds released their first hit song entitled, "Why Do Fools Fall In Love," in 1956.

In 1957, the group's career was taken to the next level when they released "Little Darlin," the hit song that spent eight weeks at number two on the Billboard charts. "The Stroll," followed in 1958 and made it to number four on the Billboard charts and remained on the Top 40 list for 14 weeks.

In 2004, The Diamonds were recognized with an induction into the Vocal Group Hall of Fame. In 2006 they were inducted into the Doo-Wop Hall of Fame.
"Something Old/Something New" performance set Sep. 18 at WCJC

On Thursday, Sept. 18 the drama and music faculty of WCJC will present their annual performance, Something Old/Something New. "It's a nice evening that allows us to say thank you to our fine arts donors and acknowledge our fine arts scholarship recipients," says Division Chair and Head of Fine Arts, Dr. Paul Spellman.

The program consists of a series of scenes, musical interludes and skits performed by the music and drama faculty. "This is one of my favorite performances of the year," says WCJC Director of Bands Joe Waldrop. Continuing, "It's an opportunity for the students to see the faculty pooling their talents, work as a unit, and come up with something really unique. We're showing the students that if we can do this, so can they; and it always sets a great tone for the year."

This year audiences will be treated to musical contributions by Lee and Debbie Lemson and Dr. Jason Lester, a dance number performed by Joe and Dixie Waldrop, interpretive stories by Paul Spellman and Phil Hoke, and introduce the talents of our new Drama instructor Samuel Smith to the Wharton community. Sam is currently teaching drama courses at the Fort Bend and Sugar Land campus. "I'm not really certain what I'm stepping into, but I'm looking forward to it with both a sense of fear and excitement."

"It's a truly varied program and I never know what's going to happen," Says Drama director Phil Hoke. "In the past, I've performed Shakespeare, played musical tubes, piano, saxophone, and drums, and sung duets with various people. I'm not certain what kind of craziness we'll have this year, but I do know that it will be a night to remember."

"We've been performing Something Old/Something New for the past ten years," explains Director of Choirs, Lee Lemson. "That's ten years of community support for student performers. There's no way we can express our genuine admiration and appreciation to the community for that. It's our privilege to have this opportunity to say thank you in the only way we know how, by sharing our gifts with those (donors and students) who share so much with us."

Performance time is 7:30 p.m. and admission is free.
WCJC Senior Program offers BINGO

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Play Bingo with other seniors with prizes and refreshments furnished by Wharton Nursing and Rehabilitation Center. Senior Citizens enjoy playing bingo with other seniors, co-host Wharton Nursing and Rehabilitation Center. If interested in meals, please stop by office and sign up.

If you are 60 years of age or older you are invited to attend.
WCJC STUDENTS ATTEND CONFERENCE — Wharton County Junior College Human Services Club students recently attended the Western Regional Organization for Human Services Professionals Conference at St. Edward’s University in Austin. Pictured left to right: Victoria Schultz, sponsor, of Needville; Chantelle Pence of Sheradon; Kasey Auld of Wharton; Dora Casarez of El Campo; Martina Garcia of Wharton; Irma Cantu of Wharton; and Marilu Coy of Richmond. Not pictured Lisa Noland of Palacios.

Students learn diversity

Students from the Wharton County Junior College Human Services Club gained new insights into solutions for delivering care to individuals and families in need during their recent attendance at the Western Regional Organization for Human Services Professionals Conference. The students learned about cultural diversity within multigenerational populations and some of the inherent difficulties in providing and delivering care to them. Students interacted with professionals from other states and made use of skills currently taught in the WCJC Human Services Program.

Students walked away from the conference, held at St. Edward's University in Austin, Texas, with renewed motivation and excitement about pursing their degrees in human services and the related fields of psychology and social work.
WCJC Annual Drama Music Night Sept. 18

On Thursday, September 18 the drama and music faculty of WCJC will present their annual performance, Something Old/Something New. "It's a nice evening that allows us to say thank you to our fine arts donors and acknowledge our fine arts scholarship recipients," says Division Chair and Head of Fine Arts, Dr. Paul Spellman.

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Performance time is 7:30 and admission is free.
Meals on Wheels donation ...

Charlie Naumann, fifth from left, a native of Columbus, recently donated $5,000 to WCJC Colorado County Senior Citizen Meals on Wheels Program at a Colorado County Commissioners' Court meeting at the Colorado County Courthouse in Columbus. Naumann gave the donation in appreciation of the service his parents had received from the organization. On hand for the donation were, from left, commissioner Darrell D. Gertson, Darlene Hayek, Bebe Hargrove, Tommy Hahn, Naumann, Kathryn Halustka, Head Site Manager Jane Booker, Colorado County Judge Al Jamison, Diane Matus, commissioners Doug Wessels and Herbie Helmcamp, and Precinct 1 Justice of the Peace Billy Refner. Banner Press Photo by Nora Rollins
Sports Scene
A look at the area's upcoming events

Tuesday

High School Volleyball
Schulenburg at East Bernard, Frosh-JV-Varsity
Yes College Prep at Boling, JV-Varsity

Junior College Volleyball
Lee College at Wharton County Junior College

Team Tennis
Wharton vs. Lamar at Rosenberg

WCJC Drama And Music
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# Sports Scene

*...A look at the area's upcoming events*

## Thursday

### Sub Varsity Football
- Wharton at El Campo, Fresh-Junior Varsity: 5 p.m.
- East Bernard at Boiling, Junior Varsity: 6 p.m.

### Junior College Volleyball
- Tyler Junior College at Wharton County Junior College: 6 p.m.

## Friday

### Football
- El Campo at Wharton: 7:30 p.m.
- Boiling at East Bernard (Homecoming): 7:30 p.m.
- East Bernard at Shiner: 7:30 p.m.
- Weimar at Louise: 7:30 p.m.
- Bay City at Cuero: 7 p.m.
- Needville at Columbus: 7:30 p.m.
- Sweeny at Houston Sterling: 7:30 p.m.
- Columbus at Houston Kashmere: 7:30 p.m.

### High School Volleyball
- El Campo at Wharton, Varsity-JV-Frosh: 4:30 p.m.
- 26-2A - Hallettsville at East Bernard, Varsity-JV-Frosh: 4:30 p.m.

## Saturday

### High School Volleyball
- Schulenburg at Boiling, JV-Varsity: 2 p.m.

### Junior College Volleyball
- Wharton County JC vs. Panola at Carthage: 2 p.m.
## Sports Scene
### A look at the area's upcoming events

### Thursday

**Sub Varsity Football**
- Wharton at El Campo, Fresh-Junior Varsity: 5 p.m.
- East Bernard at Boling, Junior Varsity: 6 p.m.

**Junior College Volleyball**
- Tyler Junior College at Wharton County Junior College: 6 p.m.

### Friday

**Football**
- El Campo at Wharton: 7:30 p.m.
- Boling at East Bernard (Homecoming): 7:30 p.m.
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- Needville at Columbus: 7:30 p.m.
- Sweeny at Houston Starling: 7:30 p.m.
- Columbus at Houston Kashmere: 7:30 p.m.

**High School Volleyball**
- El Campo at Wharton, Varsity-JV-Fresh: 4:30 p.m.
- 25-2A - Hallettsville at East Bernard, Varsity-JV-Fresh: 4:30 p.m.

### Saturday

**High School Volleyball**
- Schulenburg at Boling, JV-Varsity: 2 p.m.

**Junior College Volleyball**
- Wharton County JC vs. Panola at Carthage: 2 p.m.
WCJC Drama And Music

At 7:30 p.m. Thursday, Sept. 18 the drama and music faculty of WCJC will present the free annual performance of *Something Old/Something New*: musical, dance, and drama skits along with interpretive stories. The performance will be in the Horton Foote Theatre, Duson-Hanson Fine Arts Building on the Wharton campus.

WCJC performance

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Rock-n-Roll legends The Diamonds to perform concert Nov. 14 at WCJC

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Senior Bingo

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Area volleyball teams resume their schedules

Four of Wharton County's five volleyball teams resumed their schedules on Tuesday.

All had last Friday's matches canceled because of Hurricane Ike.

Wharton was scheduled to play Giddings and had an open date on Tuesday.

The Lady Tigers play host to county rival El Campo in a 4:30 p.m. match on Friday.

Boiling played the Lady Ricebirds last night in a match scheduled on Monday.

East Bernard's match against Shiner was canceled.

The Brahmarettas played their first District 28-2A match Tuesday night against Schulenburg and host Hallettsville on Friday.

Boiling hosts Schulenburg in a 2 p.m. match on Saturday.

Louise's match against North芙蓉 was canceled and the Lady Hornets played Austwell-Tivoli on Tuesday.

Wharton County Junior College's match against Laredo last Thursday was canceled as was playing in the Lady Palominos tournament.

The Lady Pioneers' match against Lee College from Baytown here on Tuesday was canceled.

WCJC's home match against Tyler on Thursday is still on.

The Lady Pioneers play Panola College in Carthage on Saturday.
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XI

MATTERS RELATING TO ADMINISTRATIVE SERVICES

A. Approve fiscal year 2008 budget adjustments

B. Approve the annual premium of $146,307.00 to the Property Casualty Alliance of Texas for the college's property/casualty, and equipment breakdown insurance coverage ($146,307.00 - current unrestricted operating budget for 2008-2009)

C. Approve the allocation of funds from the prior year fund balance for 2008 outstanding encumbrances ($122,819.24 - will be noted in the 2009 financial statements as reserved for encumbrances)
Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 21, 2008
Date of this Proposal: October 7, 2008

SUBJECT:

Fiscal Year 2008 Budget Adjustments

RECOMMENDATION:

Approval of Fiscal Year 2008 Budget Adjustments

BACKGROUND/RATIONALE:

Attached find a summary and spreadsheet documenting FY2008 Budget Adjustments for the period June 1, 2008 – August 31, 2008.

Estimated Cost and Budgetary Support (how will this be paid for?): N/A

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce D. Kocian, Vice President of Administrative Services

SIGNATURES:

Originator

Cabinet-Level Supervisor

PRESIDENT’S APPROVAL:

reg 113
6-21-95

10/8/08 Date

10/8/08 Date

10-9-08
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TOTAL REVENUES: $7,203,662 $0 $28,546 $0 $12,737 $7,244,945

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# WHARTON COUNTY JUNIOR COLLEGE
## FUND 3900 BUDGET ADJUSTMENTS
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Wharton County Junior College

Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 21, 2008  Date of This Proposal: October 7, 2008

SUBJECT:

Approve the annual premium of $146,307.00 to the Property Casualty Alliance of Texas for the College's property / casualty, and equipment breakdown insurance coverage.

RECOMMENDATION:

Approve the annual premium of $146,307.00 to the Property Casualty Alliance of Texas for the College's property / casualty, and equipment breakdown insurance coverage.

BACKGROUND/RATIONALE:

The Board of Trustees agreed in May to a 3 year extension of our property / casualty and equipment breakdown insurance with the Property Casualty Alliance of Texas cooperative at the same rate. While the rate is the same, the College has added property that has increased the total value insured. Since the property valuations have slightly increased, our premium has increased from $145,779.00 last year, to $146,307.00 for this year. We are asking that the Board of Trustees approve the insurance premium.

Estimated Cost & Budgetary Support (how will this be paid for?): $146,307.00

RESOURCE PERSON(S) [name(s) and title(s)]:

Betty A. McCrohan, President
Bryce Kocian, Vice President of Administrative Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Betty A. McCrohan]
Date 10-7-08
Originator

[Bryce Kocian]
Date 10-8-08
Cabinet-Level Supervisor

PRESIDENT'S APPROVAL:

[Betty A. McCrohan]
Date 10-9-08
Complete this form and submit it to the Office of the President by noon on Monday of the week before the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 21, 2008  Date of This Proposal: October 3, 2008

SUBJECT:

Approve the allocation of funds from the prior year fund balance for 2008 outstanding encumbrances.

RECOMMENDATION:

Recommend approval of the allocation of prior year funds for 2008 outstanding encumbrances.

BACKGROUND/RATIONALE:

At year end the College had eight outstanding purchase orders (encumbrances) totaling $122,819.24. These purchases were ordered with funds from the 2008 fiscal year. These purchases will not be received and paid until the 2009 fiscal year. The current budget does not include an allocation for these encumbrances. Prior year funds must be allocated by the Board of Trustees as a budget revenue item so that the expenses associated with these purchases can be paid out of the current budget year.

Estimated Cost & Budgetary Support (how will this be paid for?): $122,819.24  
Total allocation of $122,819.24 will be noted in the 2009 financial statements as reserved for encumbrances.

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce Kocian, Vice President of Administrative Services  
Gus Wessels, Dean of Business Services  
Philip Wuthrich, Director of Purchasing

SIGNATURES:

[Signature]
Originator

[Signature]
Cabinet-Level Supervisor

10-7-08
Date

10-7-08  10-8-08
Date

PRESIDENT'S APPROVAL:

[Signature]

10-9-08
Date

Reg 113  
6-21-95
# 2008 to 2009 Carry Over Items

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**Amounts Ordered by PO**

$122,819.24
MATTERS RELATING TO TECHNOLOGY AND INSTITUTIONAL RESEARCH

A. Approve the purchase of six computer systems and monitors for the Wharton Automotive Lab and 42 flat panel monitors to replace older monitors in Peace 106 and Peace 109 computer labs ($12,618.00 – transfer from the MIS plant fund for 2008-2009)
Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting:  
Date of This Proposal:  

SUBJECT (item as it will appear on agenda): Approve the purchase of six computer systems and monitors for the Wharton Automotive Lab and 42 flat panel monitors to replace older monitors in Peace 106 and Peace 109 computer labs.

RECOMMENDATION: Approve the transfer from the MIS Plant Fund of $12,618 for the purchase of six computer systems with monitors and 42 flat panel monitors.

BACKGROUND/RATIONALE: The six computer systems are to replace the existing computer systems that are over eight years old and are unreliable. The 42 flat panel monitors are to replace the older style monitors and will allow students more space.

Estimated Cost and Budgetary Support (how will this be paid for?): $12,618
Transfer from the MIS Plant fund for 2008-2009.

RESOURCE PERSON(S) [name(s) and title(s)]: Pamela J. Youngblood, Vice President of Technology and Institutional Research

SIGNATURES:

Pamela J. Youngblood  10-6-08
Originator  

October 2, 2008  
Date

Cabinet-Level Supervisor  

Date

PRESIDENT’S APPROVAL:

10-6-08

Reg 113  
6-21-95, 12-16-99
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

AGENDA ITEM XIII

MATTERS RELATING TO WORKFORCE DEVELOPMENT, CONTINUING EDUCATION AND DISTANCE LEARNING

A. Approval of Adult Basic Education full-time specialist and Adult Basic Education full-time data clerk ($39,477.00 – 2008-2009 federal grant; $31,470.00 – 2008-2009 federal grant,)
Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: October 14, 2008  Date of this Proposal: October 3, 2008

SUBJECT: Approval of Adult Basic Education Full-Time Specialist
Approval of Adult Basic Education Full-Time Data Clerk

RECOMMENDATION: Approval of a full-time Specialist and a full-time Data Clerk position for the Adult Basic Education Program

BACKGROUND/RATIONALE: The Adult Basic Education (ABE) Data specialist maintains program records in a manner that facilitates program management and decision-making by the Coordinator of ABE. The Data Specialist reports to and takes direction from the Coordinator of ABE. The Adult Basic Education (ABE) Specialist is responsible for the overall development, organization, and instructional operation, of the ABE instructional program. The goal of this position is to ensure students are served in a timely manner and retained through good customer service practices. The ABE Specialist will have direct responsibility for the ABE offerings for all four counties.

Estimated Cost and Budgetary Support (how will this be paid for): 2008-09 Federal Grant #2128.6012.6101.1012, #2128.6012.6184.1012/2128.6012.6183.1012
Clerk Salary Proposed: 0-9-0 $23,200.00 p/year Specialist Salary: P-15-0 $30,300
#2128.6012.6416.1012 Fringe 8,270.00 9,477
-----------------------------------------------
$31,470.00 p/year $39,477

RESOURCE PERSON(S) [name(s) and title(s)]: Christine Nevarez, Director of Cont. Ed.
Dale Pinson, VP of Workforce
Bryce Kocian, VP of Financial Services
Judy Jones, Director of Human Resources

SIGNATURES:

[Signature]  10/10/08  Date
Originator  10-3-08  10/10/08

[Signature]  10/10/08  Date
Cabinet-Level Supervisor  10-13-08

PRESIDENT’S APPROVAL:

[Signature]  10-13-08
reg 113
6-21-95
JOB DESCRIPTION
Human Resources Department

**JOB TITLE:** Adult Basic Education Specialist

**FLSA:** Non-Exempt

**GRADE:** P - 15

**LOCATION:** Wharton Campus

**EFFECTIVE DATE:** August 1, 2006

**REVISION DATE:** August 1, 2006

**REPORTS TO:** Coordinator of Adult Basic Education

**PURPOSE AND SCOPE:**

The Adult Basic Education (ABE) Specialist is responsible for the overall development, organization, and instructional operation, of the ABE instructional program. The goal of this position is to ensure students are served in a timely manner and retained through good customer service practices. The ABE Specialist will have direct responsibility for the ABE offerings for all four counties.

**ESSENTIAL JOB FUNCTIONS:**

1. Develops the class schedule for all ABE four counties.

2. Manages the day-to-day operation of the instructional program for all ABE four counties.

3. Recruits instructors and recommends for employment as well as training, for all ABE four counties. Maintains a database with this information that is available to other members of the ABE staff.

4. Resolves student issues that arise including, but not limited to, assisting faculty with student concerns in a positive manner.

5. Maintains a student record keeping system that meets with the State grant regulations.

6. Properly processes all forms related to the operations of the ABE program.

7. Develops and submits correct and complete information for all State grant reports.

8. Assumes other duties as assigned by the Coordinator of ABE.
KNOWLEDGE, SKILLS, EXPERIENCE:

Sixty (60) semester hours of college or four years of equivalent work experience. Must have four years of full-time office work experience. Must be able to provide continuous courteous customer service to students, parents, staff, administration, and the general public. Must have working knowledge of the schedule process. Must have up to date computer software skills with knowledge of Word, Excel, and PowerPoint and have knowledge of basic accounting and bookkeeping principles. Must possess superior organizational skills and the ability to make sound decisions and able to work independently. Must meet mutually agreed-upon objectives within a specific timeframe. Criminal background check required.

SUPERVISON OF OTHERS

The ABE Coordinator is responsible for supervising all full time and part time ABE staff.

SUPERVISION AND DIRECTION RECEIVED

The ABE Specialist is primarily responsible and accountable to the Coordinator of ABE for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts with the general public, local and state agencies. Internal contacts with students, faculty, staff, and administration.

COMPLEXITY/EFFORT:

Position requires attention to detail. Requires a working knowledge of general office procedures and practices and the ability to articulately interpret established guidelines for students and other personnel. Ability to utilize computer technology to access data, maintain records, generate reports, and communicate with others. Problems are routine in nature, resolutions are found in knowledge gained from practical experience. Effective, cooperative relationships exist with the Coordinator of ABE, other administrative and professional staff, faculty, support staff, and clientele from the community. Knowledge of Texas educational system, especially community college systems; knowledge of college admission system, fee collection process, and budgetary process preferred, knowledge of
grant procedures. Confidential aspects of the position must be strictly maintained. Functioning in the role is related to College goals and mission statement.

**WORKING CONDITIONS:**

Work is performed primarily in a climate-controlled office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is minimal exposure to safety hazards. Frequent inter-action with students and the general public is required. Infrequent travel and use of a personal vehicle is required.

**LAST MODIFIED:** August 1, 2006

__________________________________________________________
Employee's Signature

__________________________________________________________
Supervisor's Signature

__________________________________________________________
Date

__________________________________________________________
Date

__________________________________________________________
Initials
JOB DESCRIPTION
Human Resources Department

JOB TITLE: Adult Basic Education Data Specialist
FLSA: Non-Exempt
GRADE: P - 15
LOCATION: Wharton Campus
EFFECTIVE DATE: August 1, 2006
REVISION DATE: August 1, 2006
REPORTS TO: Coordinator of Adult Basic Education

PURPOSE AND SCOPE:

The Adult Basic Education (ABE) Data Specialist maintains program records in a manner that facilitates program management and decision-making by the Coordinator of ABE. The Data Specialist reports to and takes direction from the Coordinator of ABE.

ESSENTIAL JOB FUNCTIONS:

1. Maintains program records system in a manner that facilitates analysis, program management and decision-making for the Coordinator of ABE.

2. Distributes forms to faculty and staff pertaining to State reporting.

3. Assists in duplicating State data reporting materials/forms.

4. Maintains student records system.

5. Compiles data for reports as requested.

6. Performs other duties as assigned by the Coordinator of ABE.

KNOWLEDGE, SKILLS, EXPERIENCE:

Sixty (60) semester hours of college or four years of equivalent work experience. Must have four years of full-time office work experience. Must be able to provide continuous courteous customer service to students, parents, staff, administration, and the general public. Must have working knowledge of the schedule process. Must have up to date computer software skills with knowledge of Word, Excel, and PowerPoint and have knowledge of basic accounting and bookkeeping principles. Must possess superior organizational skills and the ability to make sound decisions and able to work
independently. Must meet mutually agreed-upon objectives within a specific timeframe. Criminal background check required.

SUPERVISION OF OTHERS

The ABE Data Specialist has no supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED

The ABE Data Specialist is primarily responsible and accountable to the Coordinator of ABE for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts with the general public, local and state agencies.

Internal contacts with students, faculty, staff, and administration.

COMPLEXITY/EFFORT:

Position requires attention to detail. Requires a working knowledge of general office procedures and practices and the ability to articulately interpret established guidelines for students and other personnel. Ability to utilize computer technology to access data, maintain records, generate reports, and communicate with others. Problems are routine in nature, resolutions are found in knowledge gained from practical experience. Effective, cooperative relationships exist with the Coordinator of ABE, other administrative and professional staff, faculty, support staff, and clientele from the community. Knowledge of Texas educational system, especially community college systems; knowledge of college admission system, fee collection process, and budgetary process preferred, knowledge of grant procedures. Confidential aspects of the position must be strictly maintained. Functioning in the role is related to College goals and mission statement.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is minimal exposure to safety hazards. Frequent inter-action with
students and the general public is required. Infrequent travel and use of a personal vehicle is required.

**LAST MODIFIED:** August 1, 2006

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**Employee's Signature**  
Date

**Supervisor's Signature**  
Date

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**Initials**
WHARTON COUNTY JUNIOR COLLEGE DISTRICT

AGENDA BRIEF

MATTERS RELATING TO PERSONNEL

A. Board of Trustees
B. Office of President
C. Office of Academic Affairs
   1. Approve department head pay for fall 2008
   2. Approve paid professional assignments for 2008-2009
   3. Approve full-time faculty overloads for fall 2008
   4. Approve part-time faculty overloads for fall 2008
   5. Debbie Yancey promoted from regular, full-time instructor of nursing, FAC-1-17, to regular, full-time ADN director, FAC-1-17, effective January 2, 2009
D. Office of Administrative Services
E. Office of Student Services
F. Office of Workforce Development, Continuing Education and Distance Learning
G. Office of Technology and Institutional Research
   1. Rosemary Fulton employed as regular, full-time director of institutional research, CA-10-10, effective October 9, 2008
H. Information Items: Contract Personnel Actions
I. Information Items: Non-contract Personnel Action
   1. Anna K. Gardner reclassified from regular, full-time admin. assistant to VP of Tech & Institutional Research, P-13-1, to regular, full-time helpdesk/training coordinator, P-13-1, effective November 1, 2008
   2. Cynthia A. Kocian received a salary adjustment as regular, full-time special population advisor for Perkins grant/academic advisor $40,347.00, to regular, full-time special population advisor for Perkins grant/academic advisor $41,727.00, effective September 1, 2008
   3. Jason Milliff employed as regular, full-time information technology technician, P-13-0, effective October 7, 2008
   4. William Vera employed as regular, full-time information technology technician, P-13-0, effective October 13, 2008
5. Nacita R. Davis separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 29 hrs./wk. x 32 wks. = $10,180.00/yr., effective June 30, 2008

6. Wanda Fontenot employed as regular, part-time testing assistant, O-5-0, $10.00 hr. x 19.5 hrs./wk. x 47 wks. = $9,165.00/yr., effective September 17, 2008

7. Asenet G. Garcia separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 29 hrs./wk. x 32 wks. = $10,180.00/yr., effective June 30, 2008

8. Jasen Gutierrez separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 32 hrs./wk. x 32 wks. = $11,233.28/yr., effective June 30, 2008

9. Veronica Lopez separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 20 hrs./wk. x 32 wks. = $7,020.80/yr., effective June 30, 2008

10. Pamela C. Nash employed as regular, part-time secretary, communications & fine arts, $9.53 hr. x 15 hrs./wk. x 13 wks. = $1,858.35/hr., effective September 2, 2008

11. Susan A. Orta employed as regular, part-time custodian, O-1-0, $8.85 hr. x 19 hrs./wk. x 52 wks. = $8,743.80/yr., effective September 15, 2008

12. Mary E. Weed separated as regular, part-time work force development aide, O-10-0, $10.97 hr. x 25 hrs./wk. x 32 wks. = $8,776.00/yr., effective June 30, 2008

13. Lori Baumgartner extended from temporary, part-time allied health secretary, O-7-0, $10.11 hr. x 35 hrs./wk. x 6 wks. = $2,123.10/yr., to temporary, part-time allied health secretary, O-7-0, $10.58 hr. x 35 hrs./wk. x 13 wks. = $4,813.90/yr., effective September 11, 2008

14. Nicole Corso employed as temporary, part-time biology lab worker, $6.55 hr. x 5 hrs./wk. x 30 wks. = $982.50/yr., effective September 10, 2008

15. Melanie Garrett extended as temporary, part-time rodeo coach aide, $15.00 hr. x 6.5 hrs./wk. x 40 wks. = $3,900.00/yr., effective September 1, 2008

16. Brady J. Kubena employed as temporary, part-time fitness center staff, O-5-0, $10.00 hr. x 15 hrs./wk. x 48 wks. = $7,200.00/yr., effective September 8, 2008

17. Devon L. Porter employed as temporary, part-time rodeo coach aide, $15.00 hr. x 13.33 hrs./wk. x 50 wks. = $9,997.50/yr., effective September 26, 2008

18. Gordon A. Solis employed as temporary, part-time associate math tutor – Sugar Land and Ft. Bend, $10.00 hr. x 12 hrs./wk. x 10 wks. = $1,200.00/yr., effective September 25, 2008

19. Hans C. Stelzel separated as temporary, part-time fitness center staff, $9.55 hr. x 10 hrs./wk. x 34 wks. = $3,247.00/yr., effective May 8, 2008

20. Dianna J. Wuthrich employed as temporary, part-time fitness center staff, $9.55 hr. x 10 hrs./wk. x 34 wks. = $3,247.00/yr., effective August 22, 2008
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### Wharton County Junior College

**Paid Professional Assignments 2008-2009**  
**October 2008 Board Packet**

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* Ms. Esmail, Mr. Glenn, and Ms. Yancey were listed on the September overload list in the board packet. However, there were errors; the additional amounts listed rectify those errors.
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Wharton County Junior College

Personnel Action Form

Social Security No.  

Last Name  Yancy  First  Debbie  Middle Initial  

Address  City  State  Zip  

Part I: Check all that apply  

Classification:  
[ ] Administrative/Professional Staff  [ ] New Employee  [ ] Retirement  
[ ] Faculty  [ ] Extension  [ ] Resignation  
[ ] Support Staff  [ ] Reclassification  [ ] Separation (date:_  
[ ] Temporary  [ ] Transfer  [ ] Change in Assignment  
[ ] Full-Time  [ ] Promotion  [ ] Additional Assignment  
[ ] Part-Time  [ ] Salary Adjustment  [ ] Leave of Absence  
[ ] Regular  [ ] Other (explain)  

Part II: Assignment/Accounting  

CURRENT  Division/Unit:  Allied Health  

Job Title/Position:  Instructor of Nursing  

Budgeted Position?  [ ] Yes  [ ] No  

Budgeted Position?  [ ] Yes  [ ] No  

Budget Number:  1110.14181.6091.102  

Compensation:  
[ ] Annual  Sched FAC  
[ ] Hourly  Grade 1  
[ ] Other (explain)  Step 17  

Hourly Rate: (Part-time only)  
$ ___________ per hr x _______ hrs/wk x _______ wks =  
$ __________ per year  

Start Date:  8/24/98  
End Date:  1/2/08  

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
[ ] 9 months  [ ] 10 1/2 months  [ ] 12 months  [ ] Other  

PROPOSED  Division/Unit:  Allied Health  

Job Title/Position:  ADN Director  

Budgeted Position?  [ ] Yes  [ ] No  

Budget Number:  1110.14181.6091.102  

Compensation:  
[ ] Annual  Sched FAC  
[ ] Hourly  Grade 1  
[ ] Other (explain)  Step 17  

Hourly Rate: (Part-time only)  
$ ___________ per hr x _______ hrs/wk x _______ wks =  
$ __________ per year  

Start Date:  1/2/09  
End Date:  

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:  
[ ] 9 months  [ ] 10 1/2 months  [ ] 12 months  [ ] Other  

Explanation of Action:  
Replacing Sarah Clark as director.  

Part III: Position/Budget Authorization  

Recommended by Supervisor (Department Head)  

Approved by Vice President  

Approved by Division Chair  

Reviewed by Human Resources  

Budget Approval  

Approved by President  

Approved by Cabinet Level Supervisor  

Date approved by Board or [ ] not applicable  

Reg. 821  

Revised: July 29, 2004
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**Part I: Check all that apply**

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<tr>
<td>New Employee</td>
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<tr>
<td>Extension</td>
<td></td>
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<tr>
<td>Reclassification</td>
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<tr>
<td>Transfer</td>
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<tr>
<td>Promotion</td>
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<tr>
<td>Salary Adjustment</td>
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<tr>
<td>Other (explain)</td>
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<tr>
<td>Retirement</td>
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<tr>
<td>Resignation</td>
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<tr>
<td>Separation (date:</td>
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<tr>
<td>Change in Assignment</td>
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<tr>
<td>Additional Assignment</td>
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<tr>
<td>Leave of Absence</td>
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</table>

**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Budgeted Position?</td>
<td>☑ Yes ☐ No</td>
<td>Funded in which FY?:</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>Position No. (NBAPOSN):</td>
<td></td>
</tr>
<tr>
<td>Compensiation:</td>
<td>Hourly Rate: (Part-time only)</td>
<td></td>
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<tr>
<td>$</td>
<td>Sched</td>
<td>Grade</td>
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<td>$</td>
<td>Other</td>
<td>Step</td>
</tr>
<tr>
<td>Start Date:</td>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>☐ At-will-employee</td>
<td>If temporary, anticipated termination date:</td>
<td></td>
</tr>
<tr>
<td>☐ Per contract</td>
<td></td>
<td></td>
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</tbody>
</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
| ☐ 9 months | ☐ 10/12 months | ☐ 12 months | ☐ Other |

**PROPOSED**

<table>
<thead>
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<th>Job Title/Position:</th>
<th>Specialized Area:</th>
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<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>Budgeted Position?</td>
<td>☑ Yes ☐ No</td>
<td>Funded in which FY?:</td>
</tr>
<tr>
<td>Budget Number:</td>
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<td></td>
</tr>
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<td>Compensiation:</td>
<td>Hourly Rate: (Part-time only)</td>
<td></td>
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<td>$</td>
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<tr>
<td>Start Date:</td>
<td>End Date:</td>
<td></td>
</tr>
<tr>
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<td>If temporary, anticipated termination date:</td>
<td></td>
</tr>
<tr>
<td>☐ Per contract</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
| ☐ 9 months | ☐ 10/12 months | ☐ 12 months | ☐ Other |

**Explanation of Action:**

**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or ☐ not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Personnel Action Form

**Wharton County Junior College**

**Human Resources**

### Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Support Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Temporary</td>
<td>☒ Full-Time</td>
<td>☐ Part-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Regular</td>
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</tr>
</tbody>
</table>

- ☐ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)
- ☒ Retirement
- ☐ Resignation
- ☐ Separation (date: ___)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit:  Technology & Institutional Research

- Job Title/Position: Admin Assistant to VP of Tech & Institutional Research
  - Specialized Area: Technology & Institutional Research
- Budgeted Position? ☒ Yes ☐ No
- Budgeted Position: Funded in which FY? FY09
- Budget Number: 1110.13029.6101.602
- Position No. (NBAPOSN): AD2003
- Compensation: $29,425
  - ☒ Hourly
  - ☐ Other (explain)
  - Sched P
  - ☐ Annual
  - Grade 13
  - Step 1
  - Hourly Rate (Part-time only): $ N/A per hr x ______ hrs/wk x ______ wks = $ ______ per year
- Start Date: 02/04/08
- End Date: N/A
- ☒ At-will-employee
- If temporary, anticipated termination date: N/A

**PROPOSED** Division/Unit: Technology & Institutional Research

- Job Title/Position: Helpdesk/Training Coordinator
  - Specialized Area: Information Technology
- Budgeted Position? ☒ Yes ☐ No
- Budgeted Position: Funded in which FY? FY09
- Budget Number: 1110.13046.6101.6087
- Position No. (NBAPOSN): PCR004
- Compensation: $29,425
  - ☒ Hourly
  - ☐ Other (explain)
  - Sched P
  - ☐ Annual
  - Grade 13
  - Step 1
  - Hourly Rate (Part-time only): $ N/A per hr x ______ hrs/wk x ______ wks = $ ______ per year
- Start Date: 11/01/08
- End Date: N/A
- ☒ At-will-employee
- If temporary, anticipated termination date: N/A

**Explanation of Action:**

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - ☐ 9 months
  - ☐ 10 1/2 months
  - ☒ 12 months
  - ☐ Other

### Part III: Position/Budget Authorization

- Recommended by Supervisor (Department Head): [Signature]
  - Date: 10-7-08
- Approved by Vice President: [Signature]
  - Date: 10-7-08
- Approved by Division Chair: [Signature]
  - Date: 10-7-08
- Reviewed by Human Resources: [Signature]
  - Date: 10-7-08
- Budget Approval: [Signature]
  - Date: 10-8-08
- Approved by Cabinet Level Supervisor: [Signature]
  - Date: 10-9-08
- Date approved by Board or ☐ not applicable

Reg. 821

Revised July 29, 2004
**Wharton County Junior College**

**Personnel Action Form**

Human Resources

<table>
<thead>
<tr>
<th>Social Security No</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**Address:**

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
- [ ] Full-Time
- [ ] Regular
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Separation (date:______)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit:

Student Services

Job Title/Position:

Special Population Advisor for Perkins Grant/Academic Advisor

Budgeted Position? [ ] Yes [ ] No

Specialized Area:

Perkins Grant/Advising

Budget Number:

21473.6003.6093.102 (75%) 1110.14101.6093.503 (25%)

Compensation:

[ ] Annual

[ ] Hourly

[ ] Other (explain)

Sched: N/A

Grade: ____

Step: ____

Hourly Rate: (Part-time only)

$ _____ per hr x _____ hrs/wk x _____ wks =

$ _____ per year

Start Date: 9/01/07

End Date: 9/01/07

[ ] At-will-employee

[ ] Per contract

If temporary, anticipated termination date:

**PROPOSED** Division/Unit:

Student Services

Job Title/Position:

Special Population Advisor for Perkins Grant/Academic Advisor

Budgeted Position? [ ] Yes [ ] No

Specialized Area:

Perkins Grant/Advising

Budget Number:

21474.6003.6093.102 (75%) 1110.14101.6093.503 (25%)

Compensation:

[ ] Annual

[ ] Hourly

[ ] Other (explain)

Sched: N/A

Grade: _____

Step: _____

Hourly Rate: (Part-time only)

$ _____ per hr x _____ hrs/wk x _____ wks =

$ _____ per year

Start Date: 9/01/08

End Date: 9/01/08

[ ] At-will-employee

[ ] Per contract

If temporary, anticipated termination date:

**Explanation of Action:**

Annual salary reflects $20.06 hourly rate for FY09.

**Part III: Position/Budget Authorization**

Recommended by Supervisor (Department Head) Date: 9/19/08

Reviewed by Human Resources Date: 9/25/08

Budget Approval Date: 9/23/08

Approved by Division Chair Date: 9/19/08

Approved by President Date: 9/25/08

Date approved by Board or [ ] not applicable

Reg. 821 Revised 12/8/04
**Personnel Action Form**

**Social Security No.:**

**Last Name:** Milliff  
**First Name:** Jason  
**Middle Initial:**  
**Telephone:**

**Address:**

**City:**  
**State:**  
**Zip:**

---

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff
- [ ] Temporary  
- [ ] Full-Time
- [x] Regular  
- [ ] Part-Time
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain):  
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

---

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**  
**Job Title/Position:**  
**Budgeted Position?**  
**Budget Number:**

**Compensation:**

- [ ] Annual  
- [ ] Hourly  
- [ ] Other (explain):  
  **Sched:** _____  
  **Grade:** _____  
  **Step:** _____

**Hourly Rate:** (Part-time only)

- $_____ per hr  
- _____ hrs/wk  
- _____ wks =  
- $_____ per year

**Start Date:**  
**End Date:**

- [ ] At-will-employee  
- [ ] Per contract  

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- [ ] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other

---

**PROPOSED**

**Division/Unit:**

**Job Title/Position:** Information Technology Technician

**Budgeted Position?**  
**Budget Number:**

**Compensation:**

- [ ] Annual  
- [ ] Hourly  
- [ ] Other (explain):  
  **Sched:** P  
  **Grade:** 13  
  **Step:** 0

**Hourly Rate:** (Part-time only)

- $_____ per hr  
- _____ hrs/wk  
- _____ wks =  
- $_____ per year

**Start Date:** 09-22-08  
**End Date:** 10-17-08

- [ ] At-will-employee  
- [ ] Per contract  

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- [ ] 9 months  
- [ ] 10 1/2 months  
- [ ] 12 months  
- [ ] Other

---

### Explanation of Action

**Recommended by Supervisor (Department Head)**  
**Date:**  
**Approved by Vice-President**  
**Date:**  
**Reviewed by Human Resources**  
**Date:**  
**Budget Approval**  
**Date:**  
**Approved by Cabinet Level Supervisor**  
**Date:**  
**Date approved by Board or: [ ] not applicable

**Reg. 821**  
**Revised July 29, 2004**
Wharton County
Junior College

Personnel Action Form
Human Resources

C-11

Part I: Check all that apply

 Classification:
 □ Administrative/Professional Staff  □ New Employee
 □ Faculty  □ Extension
 □ Support Staff  □ Reclassification
 □ Temporary  □ Transfer
 □ Full-Time  □ Promotion
 □ Regular  □ Salary Adjustment
 □ Part-Time  □ Other (explain)

 □ Retirement
 □ Resignation
 □ Separation (date: )
 □ Change in Assignment
 □ Additional Assignment
 □ Leave of Absence

Part II: Assignment/Accounting

CURRENT  Division/Unit: 

Job Title/Position: 

Budgeted Position?  □ Yes  □ No

Funded in which FY?

Budget Number: 

Position No. (NBAPOSN):

Compensation:

□ Annual  □ Hourly

Sched ______  Grade ______

Hourly Rate: (Part-time only) $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

□ Other (explain):

Start Date:  End Date: 

□ At-will-employee  □ Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

□ 9 months  □ 10 1/2 months  □ 12 months  □ Other

PROPOSED  Division/Unit: Information Technology

Job Title/Position: Information Technology Technician

Specialized Area: Information Technology

Budgeted Position?  □ Yes  □ No

Funded in which FY?  FY09

Budget Number: 1110.13035.6114.6081

Position No. (NBAPOSN): TE1005

Compensation:

□ Annual  □ Hourly

Sched P  Grade 13

Hourly Rate: (Part-time only) $ ______ per hr x ______ hrs/wk x ______ wks = $ ______ per year

□ Other (explain):

Start Date:  End Date: 

□ At-will-employee  □ Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

□ 9 months  □ 10 1/2 months  □ 12 months  □ Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head):

Date: 9-16-2008

Approved by Vice President:

Date: 9-16-2008

Approved by Division Chair:

Date: 9-18-08

Reviewed by Human Resources:

Date: 9-18-08

Budget Approval:

Date: 9-25-08

Approved by Cabinet Level Supervisor:

Date: 9-18-08

Date approved by Board or □ not applicable

Reg. 821 Revised July 29, 2008
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

### Part I: Check off that apply

- [ ] New Employee
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: 6/30/08)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT** Division/Unit: Work Force Development

- **Job Title/Position:** Aide
- **Specialized Area:** Adult Basic Education
- **Budgeted Position?** Yes
- **Funded in which FY?** 2007-2008
- **Budget Number:** 2127.6012.6147.1012
- **Position No. (NBAPOSN):** GNTC99

**Compensation:**

- **Hourly:** $10.97 per hr x 29 hrs/wk x 32 wks = $10,180.00 per year

**Start Date:** 9/10/07
**End Date:** 6/30/08

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year.**

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**PROPOSED** Division/Unit: Work Force Development

- **Job Title/Position:** Specialized Area:
- **Funded in which FY?**
- **Budget Number:**
- **Position No. (NBAPOSN):**

**Compensation:**

- **Hourly Rate: (Part-time only)** $ per hr x hrs/wk x wks = $ per year

**Start Date:**
**End Date:**

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

### Explanation of Action:

- Resignation

### Part III: Position/Budget Authorization

- **Recommended by Supervisor (Department Head):**
- **Date:** 9-26-08
- **Approved by Vice President:**
- **Date:**

- **Approved by Division Chair:**
- **Date:** 9-29-08
- **Reviewed by Human Resources:**
- **Date:**

- **Budget Approval:**
- **Date:** 10/1/08
- **Approved by President:**
- **Date:**

- **Approved by Cabinet Level Supervisor:**
- **Date:**

**Date approved by Board or not applicable:**

**Reg. 821**

**Revised 6/30/08**
Wharton County
Junior College

Social Security No. [Blank]
Last Name Fontenot [Blank]
Address [Blank]
Middle Initial [Blank]
Telephone [Blank]
State [Blank]

Part I: Check all that apply

Classification:
- [ ] Administrative/Professional Staff
- [ ] Faculty
- [x] Support Staff

Temporary
- [ ] Full-Time
- [x] Part-Time

New Employee
- [x] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ______)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: [Blank]
Job Title/Position: [Blank]
Budgeted Position? [ ] Yes [ ] No
Funded in which FY?
Budget Number: [Blank]
Position No. (NBAPOSN): [Blank]
Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
Sched [Blank]
Grade [Blank]
Step [Blank]
Hourly Rate: (Part-time only)
$ [Blank] per hr x [Blank] hrs/wk x [Blank] wks = $ [Blank] per year

Start Date: [Blank] End Date: [Blank]
If temporary, anticipated termination date:
- [ ] At-will employee
- [ ] Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [x] Other 52 weeks

PROPOSED Division/Unit: [Blank]
Office of Student Services
Job Title/Position: Testing Assistant
Budgeted Position? [x] Yes [ ] No
Funded in which FY? FY09
Budget Number: 1310.14104.6102.501
Position No. (NBAPOSN): STVS99
Compensation:
- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)
Sched 0
Grade 5
Step 0
Hourly Rate: (Part-time only)
$ 10.00 per hr x 19.5 hrs/wk x 10 wks = $ 1950.00 per year

Start Date: 09-17-08 End Date: 09-09-09
If temporary, anticipated termination date:
- [ ] At-will employee
- [ ] Per contract

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Diane Stewart 9-8-08
Approved by Vice President Joel Pot 9-10-08
Approved by Division Chair [Blank] Date [Blank]
Reviewed by Human Resources [Blank] Date [Blank]
Budget Approval [Blank] Date [Blank]
Approved by President [Blank] Date [Blank]
Approved by Cabinet Level Supervisor [Blank] Date [Blank]

Date approved by Board or [ ] not applicable

Reg. 821 Revised July 29, 2004
Personnel Action Form
Human Resources

Social Security No.

Last Name
Garcia

First
Aseret

Middle Initial
G

Telephone

Address

City

State

Zip

Part I: Check all that apply

Classification:

☑ Administrative/Professional Staff

☐ Faculty

☑ Support Staff

☐ Temporary ☐ Full-Time

☐ Regular ☐ Part-Time

☐ New Employee

☐ Extension

☐ Reclassification

☐ Transfer

☐ Promotion

☐ Salary Adjustment

☐ Other (explain)

☐ Retirement

☐ Resignation

☐ Separation (date: 6/30/08)

☐ Change in Assignment

☐ Additional Assignment

☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:
Work Force Development

Job Title/Position:
Aide

Specialized Area:
Adult Basic Education

Budgeted Position? ☑ Yes ☐ No

Funded in which FY? 2007-2008

Budget Number:
2127.6012.6147.1012

Position No. (NBAPOSN): GTNC99

Compensation:

☐ Annual ☑ Hourly

Sched 0 Grade 10

$ 10.97 per hr x 29 hrs/wk x 32 wks = $ 10,180 per year

Start Date: 8/15/07 End Date: 6/30/08

☑ At-will-employee If temporary, anticipated termination date:

☐ Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

☑ 9 months ☑ 10 1/2 months ☑ 12 months ☐ Other

PROPOSED Division/Unit:

Job Title/Position:

Specialized Area:

Budgeted Position? ☐ Yes ☑ No

Funded in which FY?

Budget Number:

Position No. (NBAPOSN):

Compensation:

☐ Annual ☑ Hourly

Sched Grade ☑

$ per hr x _____ hrs/wk x _____ wks = $ per year

Start Date: End Date: ☑ At-will-employee If temporary, anticipated termination date:

☐ Per contract

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

☑ 9 months ☑ 10 1/2 months ☑ 12 months ☐ Other

Explanation of Action:

Resignation

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date

☑ Approved by Vice President Date

☑ Approved by Director of CE Date

☑ Reviewed by Human Resources Date

Budget Approval Date

☑ Approved by President Date

☑ Approved by Cabinet Level Supervisor Date

Date approved by Board or ☑ not applicable

Reg. 821

Revision July 23, 2004
<table>
<thead>
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<th>Social Security No.</th>
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<th>First</th>
<th>Middle Initial</th>
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<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>New Employee</th>
<th>Extension</th>
<th>Retirement</th>
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</thead>
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<tr>
<td>🟩 Support Staff</td>
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</tr>
<tr>
<td>🟩 Temporary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Full-Time</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Part-Time</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Regular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Other (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Reclassification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Promotion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Salary Adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟩 Other (explain)</td>
<td></td>
<td></td>
<td></td>
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</table>

**Part II: Assignment/Accounting**

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
<th>Job Vacancy No.: (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Force Development</td>
<td></td>
</tr>
</tbody>
</table>

**Job Title/Position:**

<table>
<thead>
<tr>
<th>Aide</th>
<th>Specialized Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult Basic Education</td>
</tr>
</tbody>
</table>

**Budgeted Position?**  ✔ Yes  □ No

**Budget Number:**

| 2127.6012.6147.1012 |  |

**Compensation:**

<table>
<thead>
<tr>
<th>☐ Annual</th>
<th>☑ Hourly</th>
<th>☐ Other (explain)</th>
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</thead>
<tbody>
<tr>
<td>Sched 0</td>
<td>Grade 10</td>
<td>Step 0</td>
</tr>
</tbody>
</table>

**Hourly Rate: (Part-time only)**

$ 10.97 per hr x 32 hrs/wk x 32 wks = $ 11,233.28 per year

**Start Date:**

<table>
<thead>
<tr>
<th>9/17/07</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/08</td>
<td></td>
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</tbody>
</table>

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☐ Other |

**Proposed**

**Job Title/Position:**

<table>
<thead>
<tr>
<th>Specialized Area:</th>
<th>Job Vacancy No.: (if applicable)</th>
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</table>

**Budgeted Position?**  □ Yes  ☐ No

**Budget Number:**

<table>
<thead>
<tr>
<th>Position No. (NBAPOSN):</th>
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<tbody>
<tr>
<td>GNTC99</td>
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**Compensation:**

<table>
<thead>
<tr>
<th>☐ Annual</th>
<th>☐ Hourly</th>
<th>☐ Other (explain)</th>
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</thead>
<tbody>
<tr>
<td>Sched 0</td>
<td>Grade 10</td>
<td>Step 0</td>
</tr>
</tbody>
</table>

**Hourly Rate: (Part-time only)**

$ _____ per hr x _____ hrs/wk x _____ wks = $ _____ per year

**Start Date:**

<table>
<thead>
<tr>
<th>6/30/08</th>
<th>End Date:</th>
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<tbody>
<tr>
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</table>

**Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:**

| ☐ 9 months | ☐ 10 1/2 months | ☐ 12 months | ☐ Other |

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Approved by Division Chair, Director of C.E.</th>
<th>Date</th>
<th>Reviewed by Human Resources</th>
<th>Date</th>
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<td></td>
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</table>

<table>
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<tr>
<th>Budget Approval</th>
<th>Date</th>
<th>Approved by President</th>
<th>Date</th>
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<tbody>
<tr>
<td>B. Hochman</td>
<td>10-4-08</td>
<td></td>
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</table>

Approved by Cabinet Level Supervisor | Date | Date approved by Board or ☐ not applicable |
<table>
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</tbody>
</table>
Personnel Action Form

Wharton County Junior College

Human Resources

Part I: Check all that apply

Classification:
- ☐ New Employee
- ☐ Extension
- ☐ Reclassification
- ☐ Transfer
- ☐ Promotion
- ☐ Salary Adjustment
- ☐ Other (explain)
- ☐ Retirement
- ☐ Resignation
- ☐ Separation (date: 6/30/08)
- ☐ Change in Assignment
- ☐ Additional Assignment
- ☐ Leave of Absence

City ____________________________ State ______________ Zip ____________

Part II: Assignment/Accounting

CURRENT Division/Unit: Work Force Development

Job Title/Position: Aide

Budgeted Position? ☒ Yes ☐ No

Budgeted Position? 2007-2008

Budget Number: 2127.6012.6147.1012

Position No. (NBAPOS): GNDC99

Compensation:
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

Sched 0 $10.97

Hourly Rate: (Part-time only)

$10.97 per hr x 20 hrs/wk x 32 wks = $7,020.80 per year

Start Date: 4/3/08 End Date: 6/30/08

At-will-employee Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other

PROPOSED Division/Unit:

Job Title/Position:

Budgeted Position? ☐ Yes ☐ No

Budget Number:

Compensation:
- ☐ Annual
- ☐ Hourly
- ☐ Other (explain)

Sched Grade Step

Hourly Rate: (Part-time only)

$________ per hr x ________ hrs/wk x ________ wks = $________ per year

Start Date: End Date:

At-will-employee Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date

Approved by Vice President Date

Approved by Division Chair Director of CE Date

Reviewed by Human Resources Date

Budget Approval Date

Approved by President Date

Approved by Cabinet Level Supervisor Date

Date approved by Board or ☐ not applicable

Reg. 821

Revised 09-29-04
Part I: Check all that apply

<table>
<thead>
<tr>
<th>Classification:</th>
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<tbody>
<tr>
<td>Administrative/Professional Staff</td>
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<tr>
<td>Faculty</td>
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</tr>
<tr>
<td>Support Staff</td>
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<td>Temporary</td>
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<td>Part-Time</td>
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<tr>
<td>Regular</td>
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</table>

☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)

☐ Retirement
☐ Resignation
☐ Separation (date:______)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

**CURRENT**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
</tr>
</thead>
</table>

Job Title/Position: Specialized Area: 

Budgeted Position? ☐ Yes ☐ No 

Funded in which FY? 

Budget Number: 

Position No. (NBAPOSN): 

Compensation: 

<table>
<thead>
<tr>
<th>$</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$____ per hr x ____ hrs/wk x ____ wks = $_____ per year</td>
</tr>
</tbody>
</table>

Start Date: 

End Date: 

☐ At-will-employee 
☐ Per contract 

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a “9-month work schedule”); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: 

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐Other 

**PROPOSED**

<table>
<thead>
<tr>
<th>Division/Unit:</th>
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</thead>
</table>

Job Title/Position: Specialized Area: 

Part-Time Secretary: Center for the Arts 

Budgeted Position? ☐ Yes ☐ No 

Funded in which FY? FY09 

Budget Number: 

Position No. (NBAPOSN): DIVW99 

Compensation: 

<table>
<thead>
<tr>
<th>$ 9.53</th>
<th>Sched</th>
<th>Grade</th>
<th>Step</th>
<th>Hourly Rate: (Part-time only)</th>
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</thead>
<tbody>
<tr>
<td>☑</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$9.53 per hr x 15 hrs/wk x 13 wks = 1,858.35</td>
</tr>
</tbody>
</table>

Start Date: 9/2/08 

End Date: 12/15/08 

☐ At-will-employee 
☐ Per contract 

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a “9-month work schedule”); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule: 

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other: 13 weeks 

Explanation of Action: Replace Stephanie Thames who resigned 

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) Date 

Approved by Vice President Date 9-3-08 

Approved by Division Chair Date 9/5/08 

Reviewed by Human Resources Date 9/10/08 

Budget Approval Date 9/10/08 

Approved by President Date 

Approved by Cabinet Level Supervisor Date 

Date approved by Board or ☐ not applicable
Wharton County
Junior College

Personnel Action Form

Social Security Number: 
Last Name: Orta
First Name: Susan
Middle Initial: A
Telephone: 

Address: 
City: 
State: 
Zip: 

Part I: Check all that apply

Classification:
- Administrative/Professional Staff
- Faculty
- Support Staff

Temporary
- Full-Time
- Part-Time

Regular
- Full-Time
- Part-Time

New Employee
Extension
Reclassification
Transfer
Promotion
Salary Adjustment
Other (explain)

Retirement
Restitution
Separation (date: )
Change in Assignment
Additional Assignment
Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: 
Job Title: 
Job Title Position: 
Specialized Area: 
Budgeted Position? Yes No
Funded in which FY?
Budget Number: 
Position No. (NBAPOSN):
Compensation: 
- Annual 
- Hourly
- Other (explain)

$ Sched 
Grade 
Step 

Hourly Rate: (Part-time only)
$ per hr x hrs/wk x wks
$ per year

Start Date: 
End Date: 
At-will-employee
Per contract
If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- 9 months
- 10 1/2 months
- 12 months
- Other

PROPOSED Division/Unit: 
Physical Plant
Job Title Position: 
Custodian/Part time
Specialized Area: Custodial
Budgeted Position? Yes No
Funded in which FY? FY09
Budget Number: 1110.1194.6105.703
Position No. (NBAPOSN): PTMW99
Compensation: 
- Annual 
- Hourly
- Other (explain)

$ Sched 
Grade 
Step 

Hourly Rate: (Part-time only)
$ per hr x hrs/wk x wks
$ per year

Start Date: 9-15-08
End Date: 
At-will-employee
Per contract
If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
- 9 months
- 10 1/2 months
- 12 months Other 52 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head) 
Approved by Vice President

Approved by Division Chair 
Reviewed by Human Resources

Budget Approval 
Approved by President

Approved by Cabinet Level Supervisor 
Date approved by Board or not applicable

Reg. 821
Revised July 29, 2004
Personnel Action Form

Social Security No. Last Name First Name Middle Initial Telephone

Address City State Zip

Part I: Check all that apply

Classification:

☐ Administrative/Professional Staff
☐ Faculty
☑ Support Staff
☐ Temporary ☐ Full-Time
☐ Regular ☐ Part-Time

☐ New Employee
☐ Extension
☐ Reclassification
☐ Transfer
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)

☐ Retirement
☒ Resignation
☐ Separation (date 6/30/08)
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit:

Work Force Development

Job Title/Position:
Aide

Budgeted Position? ☑ Yes ☐ No

Budgeted Number:
2127.6012.6147.1012

Compensation:

☐ Annual Sched 0 Hourly Grade 10 Step 0

$ 10.97

Hourly Rate: (Part-time only)
$ 10.97/hr x 25 hrs/wk x 32 wks =

$ 8,776 per year

Start Date: 9/17/07
End Date: 6/30/08

☒ At-will-employee ☐ Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

PROPOSED Division/Unit:

Job Vacancy No.: (if applicable)

Job Title/Position:

Budgeted Position? ☐ Yes ☑ No

Budgeted Number:

Compensation:

☐ Annual Sched Grade Step

☐ Hourly per hr x hrs/wk x wks =

☐ Other (explain)

$ $ per year

Start Date: End Date: ☑ At-will-employee ☐ Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee’s work schedule:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other

Explanation of Action:

Resignation

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)

Approved by Division Chair:

Director of CE

Budget Approval

Date

Approved by Cabinet Level Supervisor

Date

Date approved by Board or ☐ not applicable

Reg. 821

Revised date 5/2004
Wharton County Junior College

Personnel Action Form

Social Security: 
Last Name: Baumgartner
First: Lori
Middle Initial: 
Telephone: 
Address: 2008 SEP 9 AM 12:57
State: 
Zip: 

Part I: Check all that apply

Classification: 
☐ Administrative/Professional Staff
☐ Faculty
☒ Support Staff
☐ Temporarily
☐ Regular

☐ New Employee
☐ Extension
☐ Reclassification
☐ Promotion
☐ Salary Adjustment
☐ Other (explain)
☐ Retirement
☐ Resignation
☐ Separation (date: )
☐ Change in Assignment
☐ Additional Assignment
☐ Leave of Absence

Part II: Assignment/Accounting

CURRENT Division/Unit: Allied Health
Job Title/Position: Part-Time Temporary Secretary
Budgeted Position? ☒ Yes ☐ No
Budgeted Position: Funded in which FY? FY08
Budget Number: 1110.14180.6102.400
Position No. (NBAPOSN): DIVW99
Compensation:
☐ Annual
☒ Hourly
☐ Other (explain)
Sched 0
Grade 7
Step 0
Hourly Rate: (Part-time only)
$10.11 $10.58 per hr x 35hrs/wk x 6 wks = $6,102.10 per year
$10.58 $4,813.90 per year
Start Date: 09-04-08
End Date: 09-11-08
If temporary, anticipated termination date: 09-11-08

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other 6 weeks

PROPOSED Division/Unit: Allied Health
Job Title/Position: Part-Time Temporary Secretary
Budgeted Position? ☒ Yes ☐ No
Budgeted Position: Funded in which FY? FY09
Budget Number: 1110.14180.6102.400
Position No. (NBAPOSN): DIVW99
Compensation:
☐ Annual
☒ Hourly
☐ Other (explain)
Sched 0
Grade 7
Step 0
Hourly Rate: (Part-time only)
$10.58 per hr x 35hrs/wk x 13wks = $4,813.90 per year
Start Date: 09-11-08
End Date: 12-15-08
If temporary, anticipated termination date: 12-15-08

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other 13 weeks

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor (Department Head)
Date: 9-3-08
Approved by Vice President Date: 9-8-08

Approved by Division Chair
Date: 9-5-08
Reviewed by Human Resources Date: 09/09/08

Budget Approval
Date: 9-15-08
Approved by President Date: 9-15-08

Approved by Cabinet Level Supervisor Date: 
Date approved by Board or ☐ not applicable

Reg. 821

Revised July 29, 2004
**Personnel Action Form**

**Wharton County Junior College**

**Human Resources**

<table>
<thead>
<tr>
<th>Social Security No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
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<tbody>
<tr>
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</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
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<tbody>
<tr>
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**Part I: Check all that apply**

<table>
<thead>
<tr>
<th>Classification:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Temporary</td>
<td></td>
</tr>
<tr>
<td>☑ Full-Time</td>
<td></td>
</tr>
<tr>
<td>☐ Regular</td>
<td></td>
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<tr>
<td>☑ Part-Time</td>
<td></td>
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</tbody>
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<th></th>
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<tbody>
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<tr>
<td>☐ Other (explain)</td>
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<tbody>
<tr>
<td>☑ Retirement</td>
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</table>

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: Specialized Area:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgeted Position?</th>
<th>☑ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded in which FY?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Position No. (NBAPOSN):</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Compensation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Annual</td>
<td></td>
</tr>
<tr>
<td>☑ Hourly</td>
<td></td>
</tr>
<tr>
<td>☐ Other (explain)</td>
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</table>

<table>
<thead>
<tr>
<th>Sched</th>
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<th>Step</th>
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<tbody>
<tr>
<td>NA</td>
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<table>
<thead>
<tr>
<th>Hourly Rate: (Part-time only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6.55 per hr x 5 hrs/wk x 30 wks = $196.50 per year</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10/2008</td>
<td>5/15/2009</td>
</tr>
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</table>

**PROPOSED** Division/Unit: Specialized Area:

<table>
<thead>
<tr>
<th>Job Title/Position:</th>
<th>Specialized Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology lab worker</td>
<td>Biology</td>
</tr>
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<tr>
<th>Budgeted Position?</th>
<th>☑ Yes ☐ No</th>
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</thead>
<tbody>
<tr>
<td>Funded in which FY?</td>
<td>FY09</td>
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<tbody>
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</tr>
</tbody>
</table>

<table>
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<tr>
<th>Explanation of Action:</th>
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**Part III: Position/Budget Authorization**

<table>
<thead>
<tr>
<th>Recommended by Supervisor (Department Head)</th>
<th>Date</th>
<th>Approved by Vice President</th>
<th>Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Approved by Division Chair</th>
<th>Date</th>
<th>Reviewed by Central Recruit.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<thead>
<tr>
<th>Approved by Cabinet Level Supervisor</th>
<th>Date</th>
<th>Date approved by Board or ☑ not applicable</th>
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Reg. 821

Revised July 29, 2004
### Wharton County Junior College

**Personnel Action Form**

**Human Resources**

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<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

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<th>Classification</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐ Administrative/Professional Staff</td>
<td>☐ New Employee</td>
</tr>
<tr>
<td>☐ Faculty</td>
<td>☐ Extension</td>
</tr>
<tr>
<td>☐ Support Staff</td>
<td>☐ Reclassification</td>
</tr>
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<td>☐ Regular</td>
<td>☐ Promotion</td>
</tr>
<tr>
<td>☐ Full-Time</td>
<td>☐ Salary Adjustment</td>
</tr>
<tr>
<td>☐ Part-Time</td>
<td>☐ Other (explain):</td>
</tr>
</tbody>
</table>

**Part II: Assignment/Accounting**

**CURRENT**

- **Division/Unit:** Life Sciences
- **Job Title/Position:** Rodeo Coach Aide
- **Budgeted Position?** ☑ Yes ☐ No
- **Budgeted Number:** 3914.353.6112.901
- **Job Title/Position:** Specialized Area: Rodeo Team
- **Funded in which FY?** FY08
- **Start Date:** 09-10-07
- **End Date:** 08-31-08
- **Compensation:** ☐ Annual ☐ Hourly ☐ Other (explain): Sched N/A Grade N/A Step N/A
- **Hourly Rate (Part-time only):** $15.00 per hr x 6.5 hrs/wk x 40 wks = $3.900 per year
- **Job Vacancy No.: (if applicable)** N/A

**PROPOSED**

- **Division/Unit:** Life Sciences
- **Job Title/Position:** Rodeo Coach Aide
- **Budgeted Position?** ☑ Yes ☐ No
- **Budgeted Number:** 3914.353.6112.901
- **Job Title/Position:** Specialized Area: Rodeo Team
- **Funded in which FY?** FY09
- **Start Date:** 09-01-08
- **End Date:** 05-27-09
- **Compensation:** ☐ Annual ☐ Hourly ☐ Other (explain): Sched N/A Grade N/A Step N/A
- **Hourly Rate (Part-time only):** $15.00 per hr x 6.5 hrs/wk x 40 wks = $3.900 per year
- **Job Vacancy No.: (if applicable)** N/A

**Explaination of Action:**

- Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:
  - ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other 40 weeks

**Part III: Position/Budget Authorization**

- **Recommended by Supervisor (Department Head):** Date
- **Approved by Division Chair:** Date
- **Budget Approval:** Date
- **Approved by Cabinet Level Supervisor:** Date
- **Date approved by Board or ☐ not applicable**
### Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.**

**Last Name**

**First**

**Middle Initial**

**Telephone**

**Address**

**City**

**State**

**Zip**

### Part I: Check all that apply

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: ___)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

### Part II: Assignment/Accounting

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [x] No

**Budgeted Position**

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

- **Schedule:**
  - [ ] Sched
- **Grade:**
  - [ ] Step

- **Hourly Rate:**
  - (Part-time only)
  - $ _____ per hr x _____ hrs/wk x _____ wks =
  - $ _____ per year

- **Start Date:**
  - End Date:
  - [ ] At-will-employee
  - [ ] Per contract

- **If temporary, anticipated termination date:**

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Position**

**Funded in which FY?**

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

- **Salary:**
  - $10.00

- **Schedule:**
  - [ ] Sched

- **Grade:**
  - [ ] Grade

- **Step:**
  - [ ] Step

- **Hourly Rate:**
  - (Part-time only)
  - $10.00 per hr x 15 hrs/wk x 48 wks =
  - $7,200.00 per year

- **Start Date:**
  - End Date:
  - [ ] At-will-employee
  - [ ] Per contract

- **If temporary, anticipated termination date:**

**Explanation of Action:**

**Recommended by Supervisor (Department Head) Date**

- [ ] Approved by Vice President Date

- [ ] Approved by Division Chair Date

- [ ] Reviewed by Human Resources Date

- [ ] Budget Approval Date

- [ ] Approved by President Date

- [ ] Approved by Cabinet Level Supervisor Date

- [ ] Date approved by Board or [ ] not applicable

**Reg. 821**

**Revised July 29, 2004**
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<td>Devon</td>
<td>L.</td>
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</tbody>
</table>

**Address**

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [ ] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
- [ ] Other (explain)
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: _____)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT** Division/Unit: [Job Vacancy No.: (if applicable)]

**Job Title/Position:**

- Specialized Area:

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Position:**

Funded in which FY?

**Budget Number:**

- Position No. (NBAPOSN):

**Compensation:**

- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

**$**

- [ ] Sched
- [ ] Grade
- [ ] Step

**Hourly Rate: (Part-time only)**

$ _____ per hr x _____ hrs/wk x _____ wks =

$ _____ per year

**Start Date:**

**End Date:**

- [ ] At-will-employee
- [ ] Per contract

If temporary, anticipated termination date:

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**PROPOSED** Division/Unit: [Job Vacancy No.: (if applicable)]

**Life Sciences**

**Job Title/Position:**

- Specialized Area:

- Rodeo Coach Aide

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Position:**

Funded in which FY?

**Budget Number:**

3914.353.6112.901

- Position No. (NBAPOSN): ABDW99

**Compensation:**

- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

**$ 15.00**

- [ ] Sched
- [ ] Grade
- [ ] Step

**Hourly Rate: (Part-time only)**

$ 15.00 per hr x 13.33 hrs/wk x 50 wks =

$ 9997.50 per year

**Start Date:**

09-26-08

**End Date:**

08-26-09

- [ ] At-will-employee
- [ ] Per contract

If temporary, anticipated termination date:

08-26-09

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
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- [ ] 12 months
- [ ] Other 50 weeks

**Explanation of Action:**

<table>
<thead>
<tr>
<th>Part III: Position/Budget Authorization</th>
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<tbody>
<tr>
<td><strong>Recommended by Supervisor (Department Head):</strong></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td><strong>Approved by Division Chair:</strong></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>9/08</td>
</tr>
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<td>Date</td>
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<td>9/16/08</td>
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<td><strong>Approved by Cabinet Level Supervisor:</strong></td>
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<td>Date</td>
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#### Wharton County

#### Junior College

#### Human Resources

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<tr>
<td>☐ Resignation</td>
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**Job Vacancy No.: (if applicable)**

**0809 S 048(SL)/0809 S 049(FBTC)**

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Learning Assistance Center**

**Job Title/Position:**

**Associate Math Tutor**

**Specialized Area:**

**Funded in which FY?**

**Position No. (NBAPOSN):**

**Budget Number:**

**1310.1493.6094.100; 1210.1493.6094.100**

**Compensation:**

$ 10

**Hourly Rate:**

$ 10 per hr x 12 hrs/wk x 12 wks = $1200 per year (SL)

**Start Date:**

**End Date:**

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other

**ProPOSED**

**Division/Unit:**

**Learning Assistance Center**

**Job Title/Position:**

**Associate Math Tutor**

**Specialized Area:**

**Sugar Land/FBTC**

**Funded in which FY?**

**FY09**

**Position No. (NBAPOSN):**

**TUTS99/TUTF99**

**Budget Number:**

**1310.1493.6094.100; 1210.1493.6094.100**

**Compensation:**

$ 10

**Hourly Rate:**

$ 10 per hr x 12 hrs/wk x 12 wks = $1200 per year (SL)

**Start Date:**

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- ☐ 9 months
- ☐ 10 1/2 months
- ☐ 12 months
- ☐ Other 10 weeks (SL) 12 weeks (FBTC)

**Explanation of Action:**

*FBTC $10 per hr x 10 hrs/wk x 12 wks = $1200 per hr*

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

**Date:** 9/2/08

**Approved by Vice President:**

**Date:** 9/23/08

**Approved by Division Chair:**

**Date:** 9/25/08

**Reviewed by Human Resources:**

**Date:** 9/25/08

**Budget Approval:**

**Date:** 9/25/08

**Approved by Cabinet Level Supervisor:**

**Date:** 9/25/08

**Date approved by Board or ☐ not applicable**

**Revised July 29, 2004**

**Reg. 821**
## Personnel Action Form

**Wharton County Junior College**

**Human Resources**

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<tr>
<th>Social Security</th>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [X] Support Staff
- [ ] Temporary
  - [ ] Full-Time
  - [X] Part-Time
- [ ] Regular
- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)
- [X] Retirement
- [ ] Resignation
- [X] Separation (date: 05/08/08)
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:** Administrative Services

**Job Title/Position:** Specialized Area: Fitness Center

**Budgeted Position?** [X] Yes  [ ] No

**Budgeted Position Funding:** Funded in which FY? 2008

**Budget Number:** 1110-13025-6102-903

**Position No. (NBAPOSN): FITW99**

**Compensation:**

- [X] Annual
- [ ] Hourly
- [ ] Other (explain)

**Hourly Rate:** (Part-time only) $9.55 per hr x 10 hrs/wk x 34 wks = $3,247.00 per year

**Start Date:** 22-Jan-08  
**End Date:** 8 May 2008

**At-will-employee**

**If temporary, anticipated termination date:** 05/08/08

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other 34 wks.

### PROPOSED

**Division/Unit:** Administrative Services

**Job Title/Position:** Specialized Area:

**Budgeted Position?**  [ ] Yes  [X] No

**Budget Number:**

**Position No. (NBAPOSN):**

**Compensation:**

- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

**Hourly Rate:** (Part-time only) $ per hr x ___ hrs/wk x ___ wks = $ per year

**Start Date:**  
**End Date:**

**At-will-employee**

**If temporary, anticipated termination date:**

Most regular full-time teaching faculty, though employed by the college on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a 9-month work schedule), but the work schedule for other full-time faculty may be extended over a longer period. Other full-time personnel may be employed for fewer than 12 months a year. Indicate this employee's work schedule:

- [ ] 9 months
- [ ] 10 1/2 months
- [ ] 12 months
- [ ] Other

**Explanation of Action:**

**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**  

**Approved by Vice President:** 10/06/08

**Approved by Division Chair:**  

**Reviewed by Human Resources:** 10/06/08

**Budget Approval:**  

**Approved by President:** 10/06/08

**Approved by Cabinet Level Supervisor:**  

**Date approved by Board or not applicable:** 10/06/08

Reg. 821  

Revised July 20, 2004
## Personnel Action Form

**Wharton County Junior College**

**Human Resources**

**Social Security No.:**

**Last Name:** Wuthrich  
**First Name:** Dianna  
**Middle Initial:** J.

**Address**

**City**

**State**

**Zip**

---

**Part I: Check all that apply**

- [ ] Administrative/Professional Staff
- [ ] Faculty
- [X] Support Staff
- [X] Temporary
  - [ ] Full-Time
  - [ ] Part-Time
- [ ] Regular
  - [ ] Full-Time
  - [ ] Part-Time

- [ ] New Employee
- [ ] Extension
- [ ] Reclassification
- [ ] Transfer
- [ ] Promotion
- [ ] Salary Adjustment
- [ ] Other (explain)

- [ ] Retirement
- [ ] Resignation
- [ ] Separation (date: )
- [ ] Change in Assignment
- [ ] Additional Assignment
- [ ] Leave of Absence

---

**Part II: Assignment/Accounting**

**CURRENT**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [ ] Yes
- [ ] No

**Budgeted Number:**

**Compensation:**

- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

**Sched:**

**Grade:**

**Step:**

**Hourly Rate (Part-time only):**

$ _ per hr x _ hrs/wk x _ wks =

$ _ per year

**Start Date:**

**End Date:**

- [ ] At-will-employee
- [ ] Per contract

**If temporary, anticipated termination date:**

---

**PROPOSED**

**Division/Unit:**

**Job Title/Position:**

**Budgeted Position?**

- [X] Yes
- [ ] No

**Budgeted Number:**

**Compensation:**

- [ ] Annual
- [ ] Hourly
- [ ] Other (explain)

**Sched:**

**Grade:**

**Step:**

**Hourly Rate (Part-time only):**

$ _ per hr x _ hrs/wk x _ wks =

$ _ per year

**Start Date:**

**End Date:**

- [ ] At-will-employee
- [ ] Per contract

**If temporary, anticipated termination date:**

---

**Explanation of Action:**

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**Part III: Position/Budget Authorization**

**Recommended by Supervisor (Department Head):**

**Date:**

**Approved by Vice President:**

**Date:**

**Approved by Division Chair:**

**Date:**

**Reviewed by Human Resources:**

**Date:**

**Budget Approval:**

**Date:**

**Approved by President:**

**Date:**

**Approved by Cabinet Level Supervisor:**

**Date:**

**Date approved by Board or not applicable:**

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Reg. 821

Revised July 29, 2004